

AVANTI NUR FEBRIANINGSIH

Administrative Assistant | Executive Administrative Assistant

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PROFESSIONAL SUMMARY

English Literature undergraduate with practical experience supporting customer administration, data entry, bookkeeping, account opening, fund disbursement, and bancassurance activities at PT Permodalan Nasional Madani and Bank Rakyat Indonesia. BNSP-certified Executive Administrative Assistant with additional competency in Office Automation and Governance. Proficient in Microsoft Word, Excel, PowerPoint, and Canva, with strengths in time management, problem-solving, accuracy, customer service, and structured administrative support. Prepared to support reliable documentation, customer data management, and day-to-day office operations.

CORE SKILLS

Administrative Support | Data Entry | Customer Administration | Bookkeeping | Customer Account Opening | Fund Disbursement Support | Bancassurance Support | Customer Service | Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Canva | Time Management | Problem-Solving

WORK EXPERIENCE

Administrative Support Experience

PT Permodalan Nasional Madani | September 2022 - December 2022

- Created customer accounts and entered customer income and savings data.
- Supported fund disbursement processes and prepared administrative documentation for customer repayment confirmation.
- Conducted customer visits and promoted services to prospective customers.

Industrial Work Practice (PRAKERIN)

Bank Rakyat Indonesia - Unit Mangun Jaya | October 2021 - December 2021

- Entered Customer Information File (CIF) data and assisted with bookkeeping activities.
- Supported BRIjamin transactions and bancassurance administration.
- Assisted with customer account-opening procedures.

EDUCATION

Universitas Bina Sarana Informatika

Bachelor's Degree in English Literature (In Progress) | 2023 - Present

GPA: 3.76

SMK Yadika Tambun

2019 - 2022

Final average: 83.45

CERTIFICATIONS

- **BNSP Certificate of Competence - Executive Administrative Assistant (Professional Administrative Personnel)**, LSP Universitas Bina Sarana Informatika | Issued 18 February 2026 | Valid for 3 years | Certificate No. 82110 4110 0000423 2026 | Registration No. TAP 1241 00324 2026
- **BNSP Certificate of Competence - Otomatisasi dan Tata Kelola Perkantoran, KKN Level II**, LSP SMK Yadika 13 Tambun Bekasi | Issued 4 June 2022 | Certificate states a 3-year validity period
- **TOEIC Listening and Reading** | Score: 425 (Listening: 265; Reading: 160) | 30 August 2021
- **Certificate of Completion - PRAKERIN, Bank Rakyat Indonesia Unit Mangun Jaya** | Issued March 2022

LANGUAGES

Indonesian - Active proficiency | English - Active proficiency; TOEIC Listening and Reading score: 425 (2021)

ADDITIONAL INFORMATION

Interests: Photography, cooking, and traveling.