

Bogor, June 2026

Dear Mr/Mrs,
Human Capital - Recruitment Team

Hope your day be filled with joy and blessings abundantly. I would like to introduce myself, My name is Istiningdyah Saraswati (Saras) and currently worked as Project Purchaser Supervisor and Executive Secretary to Board of Director at PT Tigaroda Rumah Sejahtera (General Contractor and Subsidiary of PT Indocement Tunggul Prakarsa Tbk) for the past 6 years.

I am writing to express my interest in this professional role at your company. With a strong skill in secretarial, administrative, correspondence, business development, and customer relation management. Throughout my career, I have developed many of projects such as Kota Podomoro Tenjo, Podomoro Golf Cimanggis, Neo Casa Karawang, and many more at PT Tigaroda Rumah Sejahtera.

I would welcome the opportunity to discuss how my qualifications align with the needs of this role. Hope my experiences would bring many benefits to this great company. Thank you for your time and consideration.

Sincerely,
Saraswati



Istiningdyah Saraswati, S.S

ENGLISH LANGUAGE and LITERATURE

CONTACT



Bogor, January 24th 1991
Female



Jl. Pendidikan No. 57
RT 004/RW 009 Pekayon, Pasar Rebo
East Jakarta 13710



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INTEREST

Secretarial, administration, sports, cooking,
listening music, socializing with other people
and purchasing enthusiast

ORGANIZATIONAL EXPERIENCE

2003 - 2006 :
Member of Palang Merah Remaja (PMR)
SMP Puspanegara

2010 - 2011 :
Secretary of Karang Taruna Gunung Putri

2011 - 2012 :
● Vice President of HIMSI
(Himpunan Mahasiswa Sastra Inggris)
FISIB Universitas Pakuan
● Staff of BEM (Badan Eksekutif Mahasiswa)
FISIB Universitas Pakuan



EDUCATION

FORMAL EDUCATION

- 2009-2013 : Bachelor Degree from Pakuan University Bogor
Major : Faculty of Social Science and Humanities
Minor : English Language and Literature
GPA : 3.57 (Scale 4.00)
- 2006-2009 : SMA Plus PGRI Cibinong
- 2003-2006 : SMP Puspanegara Yayasan Indocement
- 1997-2003 : SDN Citeureup IV

INFORMAL EDUCATION

- 2000 : 03 English Course Gunung Putri
- 2003 : BBC English Training Specialist



EXPERIENCE

October 2020 - Present
PT. Tigaroda Rumah Sejahtera
● Purchasing SPV and Secretary

December 2014 - August 2020
PT. Bhakti Sari Perkasa Abadi
● Administrative Secretary

December 2013 - December 2014
PT. Prudential Life Assurance
● Customer Relation Officer



TRAINING & SEMINAR

- 2011 Game Developer Conference in Bina Nusantara University
- 2012 KWA (Kajian Wilayah Amerika) Seminar with Mrs. Prof. Soenardjati Djajanegara and @america in The Ritz Carlton Jakarta
- 2020 "Sehat Dimulai Dari Rumah" with Safety Dept. Head



SKILLS

Fluent English (oral and written), Reporting, Scheduling, Correspondence, Filing, and Administration

Microsoft Word, Excel, Power Point and Outlook

Adobe Photoshop, Workflow, ERP