Nancy Asri

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**PROFILE**

Fast learner, detail-oriented and good organizing skill, hard worker, self-started with the ability to work independently as well as in a team, computer and internet literate.

Having accounting, economics and finance background combined with experience in marketing and ability to speak Indonesian (native), English (fluently) and Spanish (fluently) contributes to working skill in management level.

**EDUCATION**

**Curtin University of Technology** (February 1996 – November 1997)

Perth, Australia

Master of Commerce, major in Economics and Finance

**Parahyangan Catholic University** (August 1990 – February 1995)

Bandung, Indonesia

Bachelor of Commerce, major in Accounting

**EXPERIENCE**

**Freelance Translator** (January 2006 – now)

Spain and Indonesia

Dealing with Spanish, English and Indonesian either as source or target language.

Translated documents such as Law of the Republic of Indonesia Number 25 of 2007 Concerning Investment (from Indonesian to Spanish) and Regulations of the Head of Drugs and Food Supervisory Agency of the Republic of Indonesia Number HK.00.06.1.52.4011 as well as HK.00.05.55.6497 (from Indonesian to Spanish), etc. In addition to translation orders, while working for Angi Ideas Publicitarias S.L.L.,Spain (April 2004 – August 2005), Barrera & Ocerin S.L., Spain (May 2001 – August 2002), P.T. Apac Inti Corpora, Indonesia (April 1999 – April 2001) and P.T. Hanil Bakrie Finance, Indonesia (November 1998 – April 1999) also exercised as translator; the first two companies involving Spanish and English while the rest Indonesian and English.

**Angi Ideas Publicitarias S.L.L.** (April 2004 – August 2005), an advertising company

Marbella, Spain

Marketing and Administrative:

* Maintained existing clients’ files and looked for new clients from diverse nationalities such as British, German, Spanish, etc.
* Maintained existing suppliers’ files and found suppliers to match clients’ needs
* Developed quotation for clients and negotiated prices with suppliers
* Reported agency performance to owner on daily basis

**Barrera & Ocerin S.L.** (May 2001 – August 2002), a wine distributor

Alava, Spain

Marketing Representative:

* Looked for new buyers inside and outside Spain
* Followed up payment
* Maintained and enhanced relationship with customers

**P.T. Apac Inti Corpora** (April 1999 – April 2001), a textile manufacturer

Head Office: Jakarta, Indonesia Factory: Bawen, Central Java

Assistant Marketing Manager:

* Provided marketing service such as maintaining communication with clients in European countries as well as Egypt and Zimbabwe to offer goods and getting feedback and visiting them periodically
* Prepared necessary documents to get approval from Vice President
* Tracked Letter of Credit transmission from clients for ordered goods
* Allocated products to clients and controlled their shipments
* Maintained communication with production department, shipping department, L/C department, quota department and quality control department, and ensured all departments carrying out their part as expected
* Visited factory in Bawen, Ungaran at least once per month to maintain personal contact and get the latest information about production status, new development and feedback
* Solved problems existing from late or lack of shipments or product claims
* Ensured target achievement
* Reported daily performance and findings to Vice President

**P.T. Hanil Bakrie Finance** (November 1998 – April 1999), a financial institution

Jakarta, Indonesia

Senior Business Officer:

* Analysed clients´ financial statements
* Evaluated potential clients conditions and their industries
* Prepared credit memo, agreement letter, power of attorney and other documents needed
* Prepared leasing calculation
* Monitored payments from clients
* Prepared accounting slip after receiving payments
* Followed up relevant business matters and communicated findings to Board of Directors on daily basis

**P.T. Grafos Grahapersada** (December 1997 – October 1998), a construction and real estate company

Padang, Indonesia

Financial Officer:

* Ensured all financial related matters of the company running properly
* Analysed and tracked budget in terms of material supplies

**LANGUAGES**

Indonesian (native)

English (fluent)

Spanish (fluent)

**COMPUTER SKILLS**

Microsoft Office (Word and Excel)

**PERSONAL**

Indonesian citizen

Born in 1972

Married to a Spanish man