

# Sarisando Ferderika

## PROFILE

As an experienced freelancer translator/Manual/Non-sworn/transcriptionist/MTPE editor, familiar with CAT tools/Systran, professional Secretary/Virtual assistant and data entry operator. I am seeking to further enhance my skills and knowledge in the industry. With my extensive experience in translating various documents from English to Indonesian, I am confident in my ability to provide accurate and high-quality translations. My objective is to work with a reputable company that values professionalism and dedication to delivering exceptional language services.

Learning a new language always be my passion, so far I have managed to learn Chinese/mandarin, Korean, German, Japanese, Russian and Italian. I'm able to translate the said language to my native language as well. Feel free to to contact me if you need translation from English, Chinese /mandarin, Korean, German, Japanese, Russian to the native Indonesian Language


## EXPERIENCE BRIEF SUMMARY

### FREELANCER TRANSLATOR [ENG-IND-ENG], VA & DATA ENTRY OPERATOR

 Upwork/Fiverr/Translatorcafe  2022-Present

### MAINTENANCE SECRETARY 2019 - 2021

 PT. Batutua Tembaga Raya|Subsidiary of MERDEKA COPPER GOLD Group

 Wetar Copper Project| Wetar Island| Maluku Barat Daya| INDONESIA

### EXECUTIVE SECRETARY 2013 - 2016

 Aston Kupang Hotel & Convention Center

 Kota Kupang, East Nusa Tenggara - INDONESIA

### LECTURER Sept 2013 - Oct 2013

 State Polytechnic Kupang

 Kota Kupang, East Nusa Tenggara - INDONESIA

### BUSINESS CENTER ASSISTANT/SECRETARY/RECEPTIONIST CUM TELEPHONE OPERATOR

 Dubai International Hotel  2008 - 2013

 Dubai, UNITED ARAB EMIRATES

### ADMIN ASSISTANT (INTERN) Jan - Sept 2008

 PD Ita Esa

 Rote Island, East Nusa Tenggara - INDONESIA


### BARISTA (TRAINEE) March - Sept 2008

 HANS CAFÉ AND CAKE Pte.Ltd.

 Great Eastern Center - SINGAPORE



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 Kota Kupang, East Nusa Tenggara, INDONESIA


 <https://www.upwork.com/freelancers/~014d7506eb9f72d3da>  
<https://www.translatorcafe.com/cafe/member493841.htm>

 sarisando@yahoo.com  ferderika


## EDUCATION

### BACHELOR OF ECONOMICS

 University of Dhyana Pura

 Bali - Indonesia



 Program Study Hospitality Management

 2002-2007

## CAREER OBJECTIVE

To be able to continue my learning that will enhance the value of professionalism.

## STRENGTHS

#Bilingual proficiency #Cultural awareness #Attention to detail  
#Time management #Client communication #Adaptable  
#Subject matter expertise #Responsible #Fast Learner  
#Telephone Etiquette #Communication abilities #Flexible  
#Computer Proficiency #Multitasking capabilities  
#General administration Proficiency #Microsoft Office Proficiency #System/Program Adaptable  
#Able to work under pressure#Meticulous

## COURSE

- Japanese Level 1-3, Gr's Course, 2021 – 2022
- Mandarin Level 1-3, Gr's Course, 2021 – 2022
- Korean Level 1-3, Gr's Course, 2021 – 2022
- German Level 1-3, Gr's Course, 2021-2022
- Italian Level 1-3, Gr's Course, 2021 – 2022
- Russian level 1-3, Gr's Course, 2021 - 2022



## JOB DESCRIPTION

### FREELANCER TRANSLATOR [ENG-IND-ENG], TRANSCRIPTIONIST, VA & DATA ENTRY OPERATOR

Upwork/Fiverr/Translatorcafe 2022-Present

- Managed multiple translation projects simultaneously, prioritizing deadlines and maintaining effective communication with clients to ensure their satisfaction with the final product.
- Conducted translation services for multiple global clients, translating technical documents and marketing materials with 100% accuracy and within tight deadlines.
- Translated over 10,000 words from English to Indonesian and vice versa for various clients in the fields of marketing, legal, and healthcare, ensuring accuracy and maintaining the intended meaning of the source material.
- Conducted extensive research to ensure the correct usage of industry-specific terminology, resulting in the publication of a well-received technical manual in both English and Indonesian.
- Managed other foreign language [Chinese, Japanese, Korean, German, Italian, Russian] translation to native Bahasa Indonesia
- Proficiency in managing schedules, organizing files, and coordinating meetings. Managed executive schedules, coordinating meetings and appointments with internal and external party. Completing onboarding paperwork, and maintaining accurate records.
- Drafted and proofread correspondence, reports and presentations, ensuring accuracy and meeting tight deadlines.

## REFERENCE

### • INYOUNG CHOI

Hansem Global

<https://www.linkedin.com/in/inyoung-choi-141403b7/>

NIA Project August - October 2023

### • RUDY ALFIANDI

081246040950

<https://www.linkedin.com/in/rudi-alfiandi-2a632938/>

rudi.alfiandi@merdekacoppergold.com

Superior & Senior associates at PT.BTR/BKP

### • SOFYAN HARDIANTO

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<https://www.linkedin.com/in/sofyan-hardianto-71872085/>

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Senior associates at PT.BTR/BKP

### • SITI HARMAIN/IEN HARUN

+628113922211

<https://www.linkedin.com/in/iien-harun-7b942233/>

zoeliin20@gmail.com iharun20@gmail.com

Senior associates at Aston Kupang Hotel & Convention Center

## SKILLS

### LANGUAGE

English		Japanese	
Indonesian		German	
Chinese		Italian	
Korean		Russian	

### COMPUTER SKILLS & OTHER SYSTEM

Ms Power Point		Ms Visio	
Adobe/Pdf Editor		Ms Excel	
Ms Publisher		Ms Word	
Mitel Superconsole 2000		VHP/MYOB	
Attendance Management		PBX/TMS	
Pronto XI Thin Client		Canva	
Opera PMS V5.1		Outlook Mail	
Micros Fidelio v3.2		Gmail	
Callstar Horizon		MDKa Workflow	
Alcatel 4059 Mac		Systran/NIA	
MDKa Site Service			

### OTHER SKILL

Data Entry/Data Input		Translation	
Virtual Assistant		Typing	
Pre-opening hotel		Editing	
Problem solving		Proofreading	
Data Analysis		Transcription	
Hospitality Management		General Design	
Customer Service Support		Admin Support	
Secretarial Service		Office Management	
Microsoft Office Proficiency		Minutes Meeting	
Telephone system Proficiency		Billing system	
MTPE Editor			

I hereby declare that all information presented above is truth according to my knowledge

Regards,

Sarisando Ferderika

Attachments:

Portfolio /visual sample of my work (available upon request/please check my bio on upwork or translatorcafe)

Language Course Certificate (available upon request)

Job description summary (available upon request)

Reference List (available upon request)

Other Course & training list (available upon request)