rins.rina5@gmail.com

Skype RinsRina

RINS RINA

Hello, my name is Rins Rina. I'm a Full-Time Freelancer. I'm looking for a job that can remote/working from home.

- I use internet +16hours/day
- I can work from 20-40 hours/week
- I can work in adaptation with US, Canada, Europe, Africa, Middle East, Asia, Australia time zone.

EXPERIENCE

As Data Entry Operator,

- Checking, reviewing data/document (invoice) from mainly contractors to make sure it correspond with the SOP and then input it to the system and then validated. So the company is only reimbursed the real invoice.
- Input German data in Excel and manual typing without any correction in words/punctuation even though I'm not speak German Language
- Input 836 emails in Excel from 10 Images in 4 hours without any correction in words/punctuation

As Human Resources,

- Perform complete set of administration task in the recruitment (updating database, sourcing candidates, proposing candidates to user, interviewing candidates, recruiting, giving HR briefing, finishing) especially for Internship/Apprenticeship Program
- Involve in providing feedback and recommendation, including database and form enhancement

As Business Executive/Marketing/Telemarketing/Online Marketing,

- Managing and updating database administration and do the telesales process (telemarketing), from sales leading through closing in Marketing Consultant company
- Looking for company name and active emails of the clients and offer them to our products
- Handling email and social media such as Facebook and Instagram to wide market and to increase selling of the product from start-up company (retail area)
- Online and direct selling products to expatriate and local people (premium products/retail area)

As Admin,

- Managing office administration such as correspondence, typing and recording data/document/proposal, updating employees data, arranging meeting and make sure the attendance of the invited employee
- Handling travel schedule of Director and his accommodation
- Handling office database and updating it

As Translator,

- Translate document/film subtitle from English to Bahasa Indonesia

As Writer,

- Making content writing or copy writing

As Event Planner,

- Perform set of administration task to held training for clients in Marketing Consultant company (including prepare material training, instructor training, place of training, certificate)

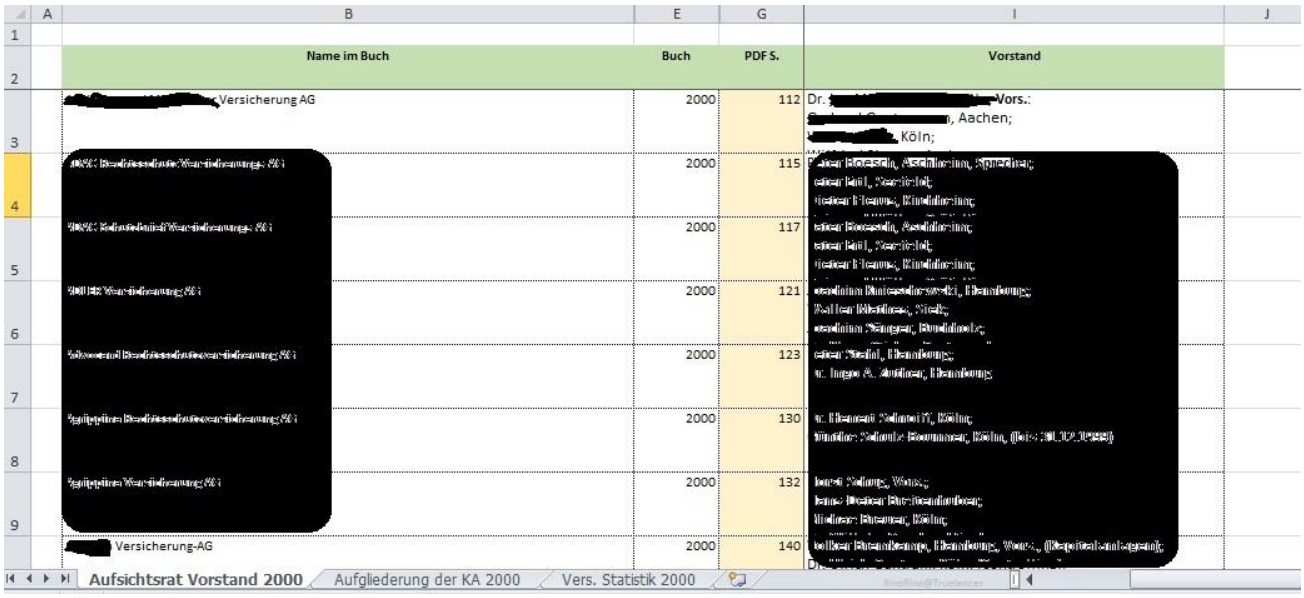
SKILLS

Tools : Microsoft (Outlook, Word, Excel, Power Point, Visio)
Language : English, Indonesian

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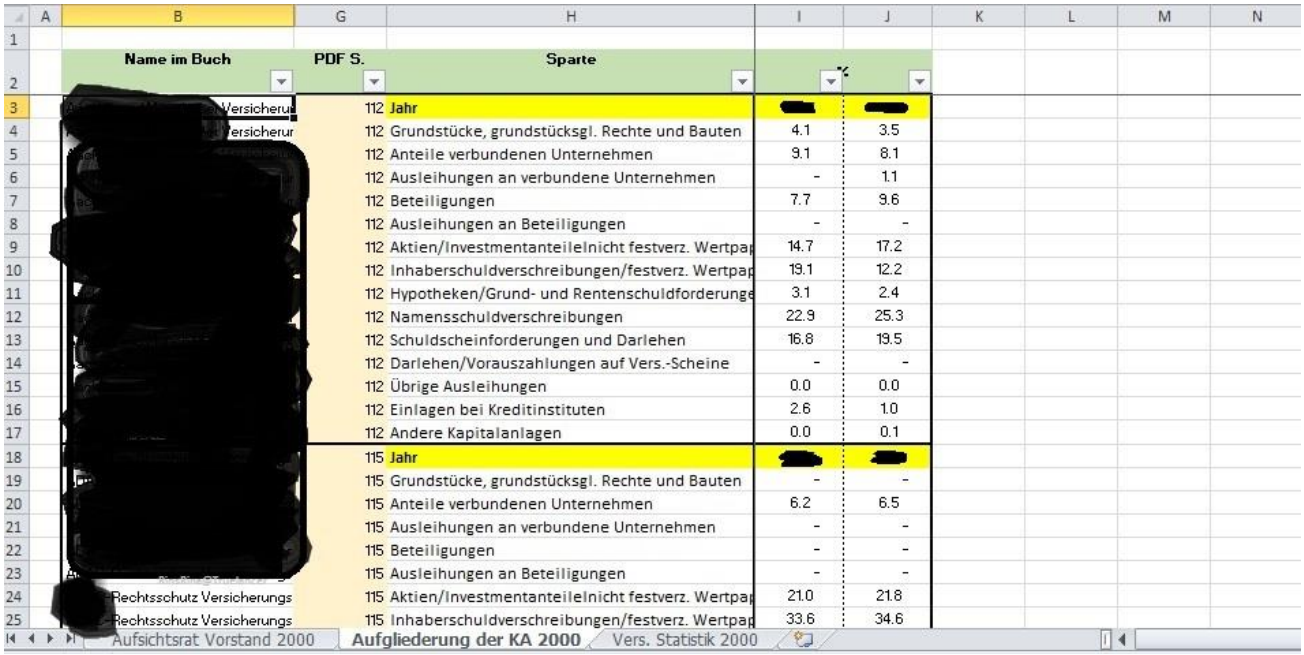
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Project: Data Entry in Excel and Manual Typing German Data



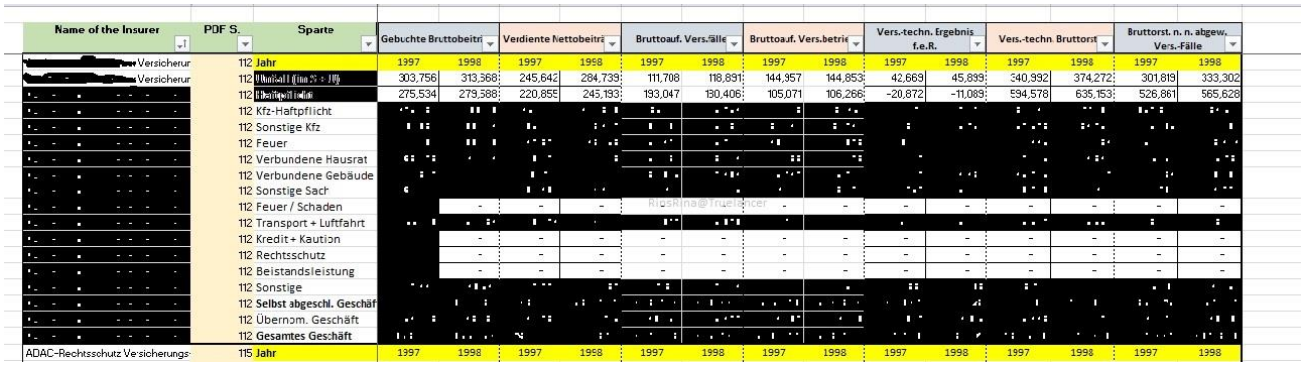
	Name im Buch	Buch	PDF S.	Vorstand
3	[redacted] Versicherung AG	2000	112	Dr. [redacted] Vors.: [redacted], Aachen; [redacted], Köln;
4	[redacted]	2000	115	[redacted]
5	[redacted]	2000	117	[redacted]
6	[redacted]	2000	121	[redacted]
7	[redacted]	2000	123	[redacted]
8	[redacted]	2000	130	[redacted]
9	[redacted]	2000	132	[redacted]
	[redacted] Versicherung-AG	2000	140	[redacted]

Aufsichtsrat Vorstand 2000 | Aufgliederung der KA 2000 | Vers. Statistik 2000



	Name im Buch	PDF S.	Sparte		
3	[redacted] Versicherur	112	Jahr	[redacted]	[redacted]
4	[redacted] Versicherur	112	Grundstücke, grundstücksgl. Rechte und Bauten	4.1	3.5
5		112	Anteile verbundenen Unternehmen	9.1	8.1
6		112	Ausleihungen an verbundene Unternehmen	-	1.1
7		112	Beteiligungen	7.7	9.6
8		112	Ausleihungen an Beteiligungen	-	-
9		112	Aktien/Investmentanteilelnicht festverz. Wertpap	14.7	17.2
10		112	Inhaberschuldverschreibungen/festverz. Wertpap	19.1	12.2
11		112	Hypotheken/Grund- und Rentenschuldforderunge	3.1	2.4
12		112	Namensschuldverschreibungen	22.9	25.3
13		112	Schuldscheinforderungen und Darlehen	16.8	19.5
14		112	Darlehen/Vorauszahlungen auf Vers.-Scheine	-	-
15		112	Übrige Ausleihungen	0.0	0.0
16		112	Einlagen bei Kreditinstituten	2.6	1.0
17		112	Andere Kapitalanlagen	0.0	0.1
18		115	Jahr	[redacted]	[redacted]
19		115	Grundstücke, grundstücksgl. Rechte und Bauten	-	-
20		115	Anteile verbundenen Unternehmen	6.2	6.5
21		115	Ausleihungen an verbundene Unternehmen	-	-
22		115	Beteiligungen	-	-
23		115	Ausleihungen an Beteiligungen	-	-
24	Rechtsschutz Versicherungs	115	Aktien/Investmentanteilelnicht festverz. Wertpap	21.0	21.8
25	Rechtsschutz Versicherungs	115	Inhaberschuldverschreibungen/festverz. Wertpap	33.6	34.6

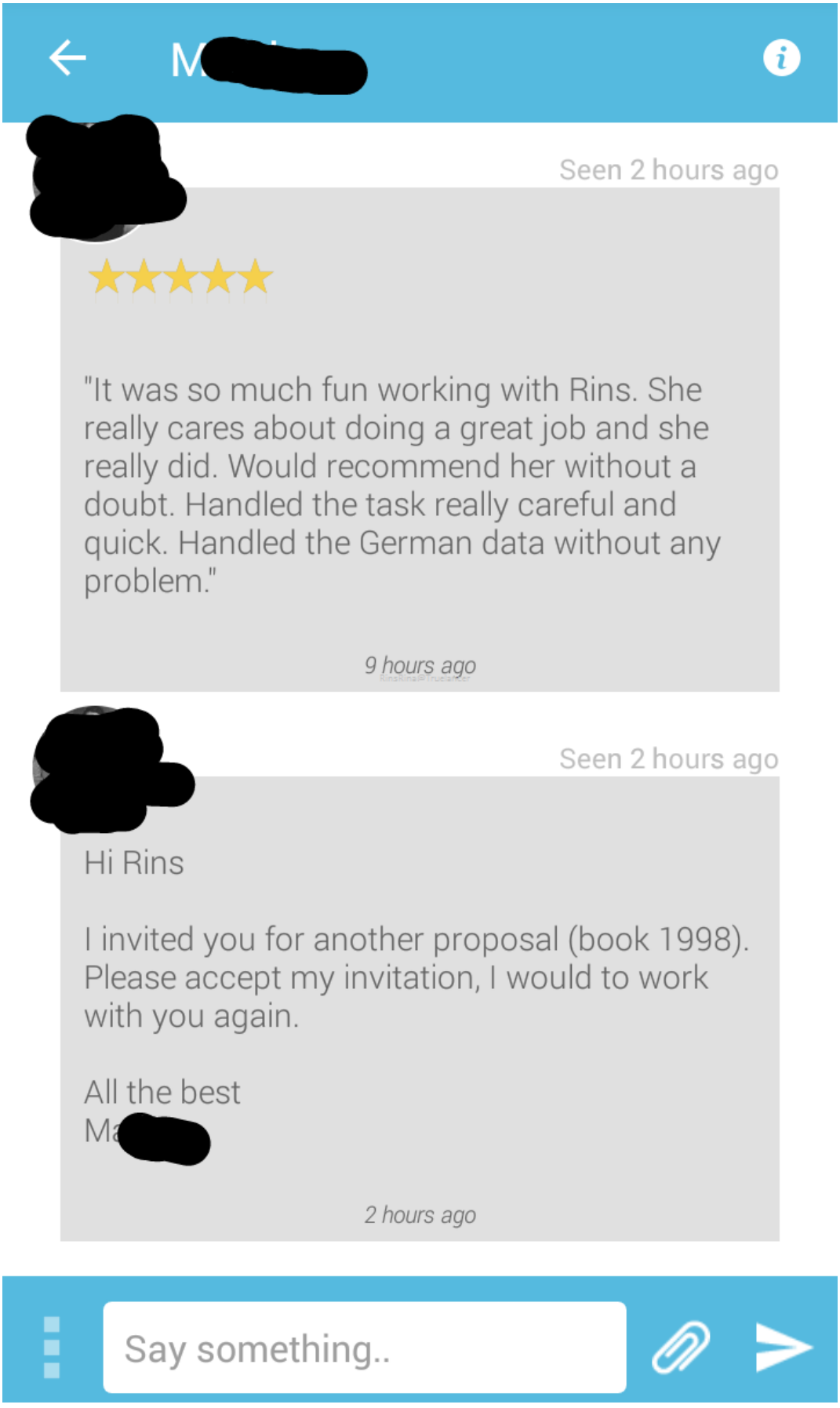
Aufsichtsrat Vorstand 2000 | Aufgliederung der KA 2000 | Vers. Statistik 2000



Name of the Insurer	PDF S.	Sparte	Gebuchte Bruttobeitr		Verdiente Nettobeiträ		Bruttoauf. Vers.fälle		Bruttoauf. Vers.betrie		Vers.-techn. Ergebnis f.e.R.		Vers.-techn. Bruttorst		Bruttorst. n. n. abgew. Vers.-Fälle	
[redacted] Versicherur	112	Jahr	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998
[redacted] Versicherur	112	[redacted]	303,756	313,368	245,842	284,739	111,708	118,891	144,957	144,853	42,669	45,899	340,992	374,272	301,819	333,302
[redacted]	112	[redacted]	275,534	279,588	220,859	245,193	193,047	190,406	105,071	106,266	-20,872	-11,089	594,578	635,153	526,861	565,628
[redacted]	112	Kfz-Haftpflicht	[redacted]													
[redacted]	112	Sonstige Kfz	[redacted]													
[redacted]	112	Feuer	[redacted]													
[redacted]	112	Verbundene Hausrat	[redacted]													
[redacted]	112	Verbundene Gebäude	[redacted]													
[redacted]	112	Sonstige Sach	[redacted]													
[redacted]	112	Feuer / Schaden	-	-	-	-	-	-	-	-	-	-	-	-	-	-
[redacted]	112	Transport + Luftfahrt	[redacted]													
[redacted]	112	Kredit + Kaution	-	-	-	-	-	-	-	-	-	-	-	-	-	-
[redacted]	112	Rechtsschutz	-	-	-	-	-	-	-	-	-	-	-	-	-	-
[redacted]	112	Beistandsleistung	-	-	-	-	-	-	-	-	-	-	-	-	-	-
[redacted]	112	Sonstige	[redacted]													
[redacted]	112	Selbst abgeschl. Geschäf	[redacted]													
[redacted]	112	Übernom. Geschäft	[redacted]													
[redacted]	112	Gesamtes Geschäft	[redacted]													
ADAC-Rechtsschutz Versicherungs	115	Jahr	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998

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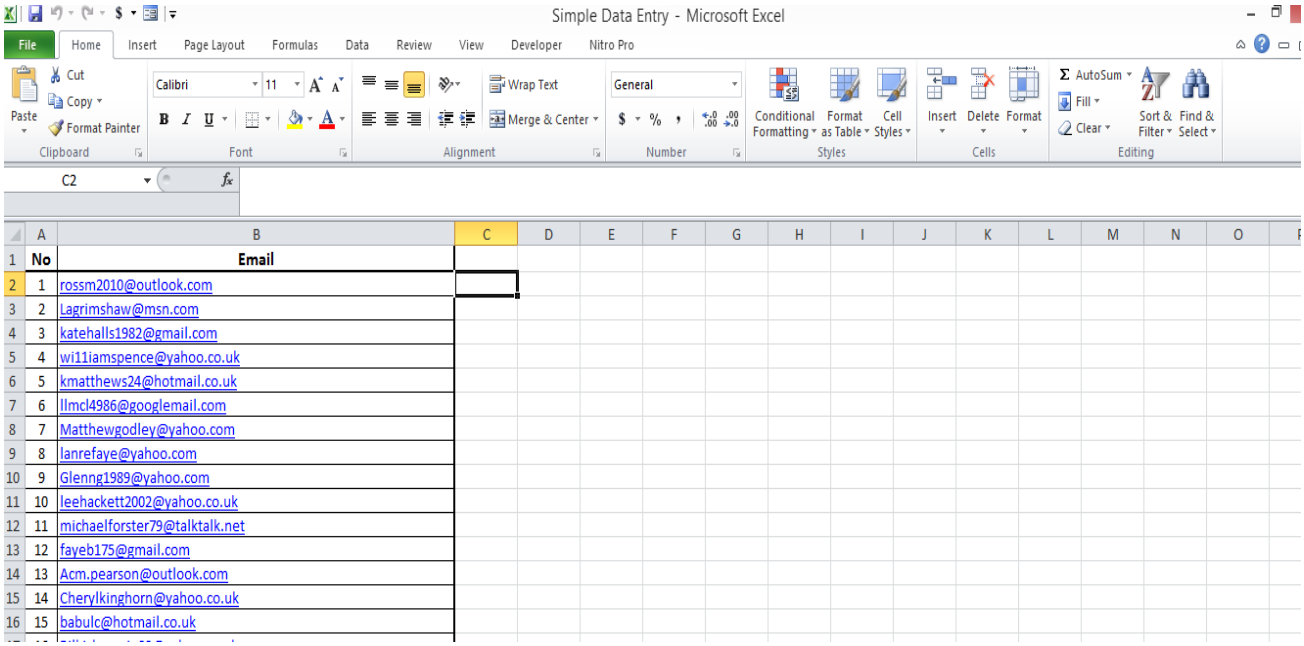
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Project: Data Entry in Excel (836 Emails) in 4 hours



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	No	Email													
2	1	rossm2010@outlook.com													
3	2	Lagrimshaw@msn.com													
4	3	katehalls1982@gmail.com													
5	4	wi11iamspence@yahoo.co.uk													
6	5	kmatthews24@hotmail.co.uk													
7	6	llmcl4986@googlemail.com													
8	7	Matthewgodley@yahoo.com													
9	8	lanrefaye@yahoo.com													
10	9	Glenng1989@yahoo.com													
11	10	leehackett2002@yahoo.co.uk													
12	11	michaelforster79@talktalk.net													
13	12	fayeb175@gmail.com													
14	13	Acm.pearson@outlook.com													
15	14	Cherylkinghorn@yahoo.co.uk													
16	15	babulc@hotmail.co.uk													