

## CURRICULUM VITAE of Anna S.H. GOEY

May 2024

**Nationality:** Citizen of the Kingdom of The Netherlands (Dutch EU citizen).

**Courses:**

Jun. '96	Interpersonal Skills, Malaysia Airlines, Kuala Lumpur, Malaysia
Aug.'97	Professional Secretaries Programme, Malaysia Airlines, Kuala Lumpur, Malaysia
Sep. '92 – Nov.'92	Microstation V4 2D CAD (Intergraph) Aberdeen Technical College
Jan.'92 – Mar.'92	AutoCAD (CAD version 10) Aberdeen Technical College
Jan.'76 – Jun. '78	English language, Jakarta
Jan.'77 – Jun.'77	Secretarial, Jakarta

**Computer Skills:** Microsoft Office Professional, FoxPro v 2.6, SAP & ESKER (accounting system)

**Education:** 1993 Technology Foundation course T102, Open University  
1974 – 1976 Economic High School, Jakarta, Indonesia

**Languages:** English (fluent), Dutch (fluent), and Bahasa Indonesia (fluent).

**Additional:** **Full course of Covid-19 vaccinations (Pfizer)**  
Successful EU Settlement Scheme Application - 10th July 2021

### PROFESSIONAL EXPERIENCE:

Career summary:

A career that has been based in administration, primarily in the aviation industry. In addition, there are also several years of experience in the energy sector at oil & gas operator and design contractor's offices in The United Kingdom and Norway.

I have undertaken some technical courses, including CAD and have extensive experience of PC-based relational database software.

Jan 1995 – present	Senior Administration Officer Malaysia Airlines, Amsterdam, Netherlands. Responsible for Benelux region for all secretarial work, accounts / procurement, personnel & management; including out-station assignments in the Brussels and Kuala Lumpur offices of MAB.  1995 – August 2001 Secretary/Admin Officer.
Jan.94- Feb.'94	Engineering Assistant. Det Norske Veritas Industry AS (VERITEC), Stavanger, Norway.

Engaged on a short term contract to assist the mechanical completion department in the assignment of mechanical completion package boundaries to commissioning P & IDs. Data entry into the project FoxPro instrument schedule and engineering register databases.

Jul.93 - Dec.93

CAD Operator. Texaco North Sea, Aberdeen, U.K..  
Responsible for drawing register database, instrument index, Intergraph CAD drawing revision; computer data entry using Windows, Microsoft database software.

Mar.92 – Jun. 93

CAD Operator. Amerda Hess Ltd., Aberdeen, U.K.  
Responsible for PC/IRAS/Unix drawing register database, Intergraph/AutoCAD drawing revision: CAD documents produced include: GA drawings, instrumentation detail drawings, cable schedule and equipment.

Sep.91 – Feb. 92

Secretary, Aberdeen, U.K.  
A number of temporary contracts with clients including the Aberdeen Technical College and The Aberdeen Borough Council.  
Use of IBM personal computer with word-processing 5.1 software.

Sep.90 – Aug. 91

Secretary, IULA, The Hague, Netherlands.  
International Union of Local Authorities (IULA), training department.  
IULA is an international organization which gives training and development to third-world countries in areas such as personnel and management. Responsible for general secretarial duties including: correspondence, travel arrangements, reception and document control.

Jul 1977 – Aug.90

Administration/Secretary/Telex/Fax Operator, Netherlands.  
A number of temporary contracts in Dutch/Indonesia/English with clients Including: Shell Oil company, Heerema Offshore, Ministry of Foreign Affairs and Development, Ministry of Education and Science, NIB, NUFFIC and Ministry of Transport & Waterpurification (Rijkswaterstaat), food import and life-insurance, The Hague.