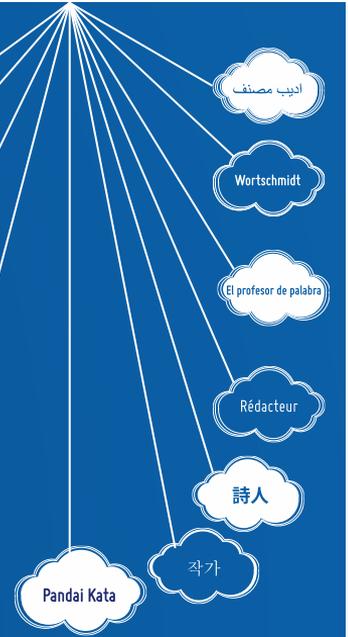




Because words matter.



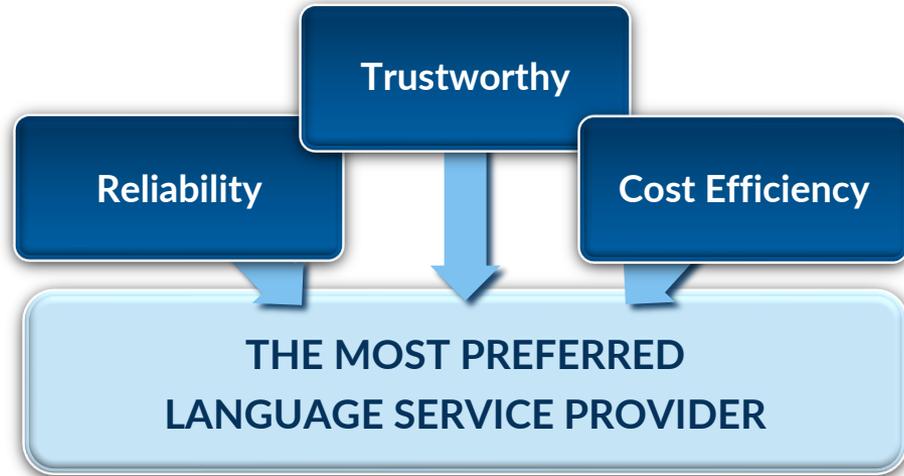
COMPANY CREDENTIALS 2025



WHO WE ARE

Your language solutions partner

At Wordsmith Group, we pride ourselves on offering Indonesia's most comprehensive suite of language solutions, including translation, interpreting, and writing services. Our commitment to trust, reliability, and unparalleled cost efficiency fosters lasting partnerships with our clients. It's this trifecta of excellence that distinguishes us as the language service provider of choice in Indonesia.





Vision

To provide trustworthy and effective integrated language services which enhance knowledge and communication to benefit business and humanity.

Mission

To be the most trustworthy, reliable and profitable integrated language services provider in Indonesia.

Company Culture



Established in 2011 in Jakarta, Indonesia.



Fully remote, people-centered and women-friendly working environment.



Serving 5 main service industries

- Law firms
- NGOs
- Corporations
- Intergovernmental organizations
- Advertising/Design Agencies

OUR ACHIEVEMENT



500+

CLIENTS

Including blue chip companies, international NGOs, creative and digital agencies and leading law firms.

20%

**ANNUAL REVENUE
INCREASE SINCE
2011**

Our clients return often and spread the word, contributing to a consistently growing base of clients.

100

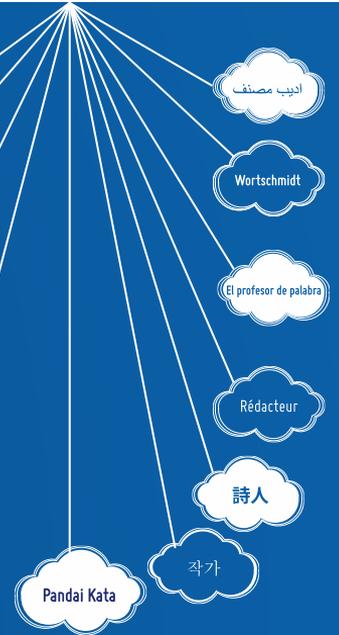
**TRANSLATORS'
NETWORK**

Our network of translators grows with our clients.



Because words matter.

WHY CHOOSE US



THE MOST EXTENSIVE RANGE OF SERVICES

We provide a full range of core and secondary language services in Indonesia.

SUPPORTING MESSAGES

We have 4 core services:

1. Translation
2. Interpreting services
3. Copywriting & Editing
4. Report Writing

We have 6 related services:

1. Presentation skills
2. Public speaking & Media skills
3. Writing & language classes
4. Corporate services
5. ESG-based services

We speak about 15 languages, which include:

Bahasa Indonesia, Bahasa Malaysia, English, Chinese (Mandarin), Dutch, French, German, Italian, Japanese, Korean, Norwegian, Spanish, Sasak, Urdu.

WHAT MAKES US UNIQUE

- Our claim on the most extensive range of services is based on research and analyzing competitors.
- We have access to more than 100 professionals from a wide range of background and expertise.

TRUST- WORTHY & RELIABLE

We emphasize trust as the most significant factor in building client relationships.

HOW WE BUILD TRUST

We recruit & retain the most qualified team members.

We consistently maintain the highest standards of quality.

We strive to overdeliver.

We frequently receive positive client feedback and maintain a complaint rate of zero.

WHAT MAKES US UNIQUE

- Every file we work on goes through a cross-check stage, an editing stage, and a finalization stage.
- We maintain dedicated records for each individual client.
- We conduct an annual client survey to collect feedback and satisfaction.
- We invest in creating the best tailor-made solutions for our clients.
- We embrace a culture of learning and growth within the organization.
- We establish mechanisms for gathering and acting on feedback from clients, employees, and other stakeholders.
- We take responsibility for any mistakes once they have occurred and actively work to rectify them.

COOPERATIVE & COST EFFECTIVE

Our clients rely on us to solve their language problems within reasonable cost

OUR PROCESS OF CO-CREATION

We ensure to understand our clients' requirements and get it right the first time.

We collaboratively agree on deadlines with our clients.

We go the extra mile to adapt to our clients' needs.

WHAT MAKES US EXCEL

- All our translators are full members of Himpunan Penerjemah Indonesia (HPI) and are recognized by their relevant embassies.
- Our interpreters are members of the AICI (Association of Indonesian Conference Interpreters).
- Our Annual Report writers are among the most experienced in the market, with some having won prestigious accolades such as Annual Report Award (ARA) and the Indonesia Annual Report Awards (IARA).
- Our Sustainability Report writers are GRI-certified, and some have also frequently won awards in the Asia Sustainability Reporting Rating.
- Our copywriters, editors and presenters have at least 5 years of experience.
- A deadline is a promise.



Because words matter.

CLIENTS

CLIENTS

FINANCE



LAW FIRMS



BUMN (STATE-OWNED COMPANY)



NGO



SOCIAL IMPACT AND INTERGOVERNMENTAL ORGANIZATIONS



MANUFACTURING & TRADING



PT. SAMUDERA
INDONESIA
TBK.



PT. SAMUDERA
INDONESIA
TANGGUH



Because words matter.

CLIENTS

AUTOMOTIVE



E-COMMERCE



TRANSPORTATION



TOBACCO



CONSULTING FIRM



C&M INTERNATIONAL LLC
Crowell & Moring



BANKS



PermataBank



CHEMICALS



HOSPITALITY



STREAMING PLATFORM



F&B



AGENCIES

Omnicom
MediaGroup

Stucel

dentsu
LEGIS
network

toffeedev

Opiloy

PROPERTY



FIFTY SEVEN

PROMENADE

HEALTH APP



wordsmith
GROUP

Because words matter.

OUR EXPERIENCE

The industries that have worked with us include:

 Automotive

 Environment

 Health

 Lifestyle

 Business

 Finance

 Hospitality

 Oil and Gas

 Development

 Food and
Beverages

 Investment

 Property

 Education

 Government

 Law and
Legal-related

 Retail



Because words matter.

OUR CORE & RELATED SERVICES



CORE SERVICES

- Translation
- Interpreting Services
(Consecutive & Simultaneous)
- Copywriting, Content Writing, and Editing
- Report writing (Annual Reports, Sustainability Reports, Other Reports)

RELATED SERVICES

- Media Skills Training
- Language Coaching:
 - General Conversation Skills
 - Business English
 - TOEFL/IELTS Preparation Test
- Presentation & Public Speaking Training
- Language-based Workshop:
 - Business/Professional Writing
 - Feature/Article Writing
- ESG-based Workshop & Consultancy
 - Workshop on Sustainability Report Writing
 - Workshop on Good Corporate Governance (GCG) Implementation
- Corporate Services (Nominee Services)

“Details
matter.”

Steve Jobs

TRANSLATION

The art and science of translation requires not only ensuring that the meaning of the text is accurately rendered and conveyed in the target language, but also natural flow and professional tone.

As a minimum standard, our translators must be full members of the Indonesian Association of Translators (HPI) and/or be recommended by their respective embassies and high commissions.

Legal and sworn translators are available to ensure the legality and confidentiality of your legal documents.

“...grammar
is not
literature.”

Rabindranath Tagore

LANGUAGES WE SPEAK

We provide native speaker expertise in the following languages.



Arabic



Dutch



Japanese



Urdu



Bahasa
Indonesia



English



Korean



Vietnamese



Bahasa
Malaysia



French



Myanmar



Burmese



German



Spanish



Chinese
(Mandarin)



Italian



Thai

***If you need assistance
with any other language,
please let us know.**

“I’m a great
believer in luck,
and I find the
harder I work, the
more I have of it.”

Thomas Jefferson

INTERPRETING SERVICES

We provide key interpreting services to help ensure the success of small, medium, and large-scale Focus Group Discussions (FGDs), seminars, conferences, gatherings, and other events. Our interpreters must have a minimum of five years of experience to ensure a consistently high standard of delivery that you can trust. Additionally, our in-house interpreters are members of the Association of Indonesian Conference Interpreters (AICI).

- Consecutive
- Simultaneous
- Sign language
- Equipment rental (SIS)



“Details
matter.”

Steve Jobs

**COPYWRITING,
CONTENT WRITING AND
EDITING**

The skill of copywriting is all about, to use H.K. McCann's phrase, 'truth, well told'. We have award-winning copywriters for companies and individuals that need creative and effective marketing for their brands and services.

- Company Profiles
- Digital Content Marketing (Copies, Videos, Photos)
- Website Copywriting
- UX Writing
- Brochures & Flyers
- Video Scripts & Commercials
- Radio Adlibs & Ads
- Newsletters

Our writers and editors are familiar with a wide variety of writing styles and conventions. Whether they are legal documents, multilingual instruction booklets, 'coffee table' books, articles/blogs, digital content, press/media releases – the most suitable writer or editor (or team) is chosen.

We also provide timely professional editing and proofreading support for businesses and individuals, from native or non-native editors. Too often, documents are sent out in a rush with editorial mistakes. Rely on us to help you achieve zero-errors.



“Sebuah sajak
yang menjadi
adalah sebuah
dunia.”

“A poem in its
becoming is a
world.”

Chairil Anwar

REPORT WRITING

Our annual report writers have over 10 years of experience as report writers and copywriters. They have written annual reports, corporate communication, and other works for various clients from different industries and familiar with regulation and deadline from the government such as POJK. Our Annual Report writers are the most experienced in the market, with some winning the prestigious Annual Report Award in various years since 2011.

Meanwhile, our sustainability report writer is a GRI-certified (Global Reporting Standard) writer, consultant and facilitator. She has also acted as a trainer in various workshops, seminars and trainings on Sustainability Report writing, even getting a Certified Excellent Trainer Professional (CETP). Up to now, she has done Sustainability Reports for many industries and familiar with regulations from OJK.

ANNUAL REPORTS



2013

- PT Pertamina Retail

2014

- PT Mandiri Sekuritas
- Bank Mandiri - Mandiri Mitra Usaha
- PT Mandiri Manajemen Investasi

2015

- PT Pertamina Internasional
Eksplorasi & Produksi
- PT Indopoly Swakarsa Industri
- PT Arita Prima
- ASEAN Center for Energy (ACE)

2016

- PT Anabatic
- PT Pertamina Retail
- PT CKB Logistics

2017

- PT Pertamina Retail
- PT Bank Tabungan Pensiunan Negara
Syariah (BTPN Syariah)
- PT Mandiri Manajemen Investasi

2018

- WWF Indonesia (AR)
- PT Mandiri Manajemen Investasi (AR
& SR)
- PT Pertamina Retail (AR)
- PT BTPN Syariah (AR)

ANNUAL/SUSTAINABILITY/OTHER REPORTS

2018

- PT Samudera Indonesia Tangguh (AR)
- PT Samudera Indonesia Tbk (AR)
- PT Prima Armada Raya (AR)
- PT BFI Finance Indonesia Tbk
- PT Serasi Autoraya

2019

- PT BTPN Syariah Tbk (AR)
- PT Lautan Luas (AR & SR)
- PT Ramayana Lestari Sentosa (AR)
- PT Pengembangan Pariwisata Indonesia (AR)
- PT Garudafood Putra Putri Jaya Tbk (AR)
- PT Avrist Asset Management
- Pertamina Internasional Timor, SA
- Global Green Growth Indonesia
- WWF Indonesia (AR)
- PT Mandiri Manajemen Investasi (AR & SR)
- PT Pertamina Retail (AR)

ANNUAL/SUSTAINABILITY/OTHER REPORTS

2020

- PT Pertamina Retail (AR)
- PT KTU Shipyard (AR)
- PT Chubb Life Insurance (SR)

2021

- BCAS Syariah (AIR)
- BTPN Syariah (AR & SR)
- Commonwealth Bank (AR&SR)
- XL Axiata (AR)

2022

- BCA Syariah (AIR)
- PT Chubb Life Insurance (SR)

2023

- CIMB Niaga
- PT Pantai Indah Kapuk Dua Tbk
- Pertamina Foundation

2024

- PT FKS Group Sejahtera Tbk
- Pertamina Maintenance & Construction
- Mandiri Tunas Finance
- Forum Komunikasi Direktur Kepatuhan Perbankan (FKDKP)
- PT Metra Digital Media (MD Media)

“Sebuah sajak
yang menjadi
adalah sebuah
dunia.”

“A poem in its
becoming is a
world.”

Chairil Anwar

OTHER SERVICES

COMPANY PROFILES

- PT Wijaya Karya Tbk.
- PT Pertamina (Persero)
- PT Hutama Karya
- PT South East Asia Pipes Industry (SEAPI)
- PT Mega Energi Indonesia (MEI)
- PT GCI Indonesia
- PT Venamon
- PT Merdeka Battery Materials Tbk
- PT Modena Indonesia
- Ezeelink Indonesia
- PT Mega Manunggal Property Tbk
- PT Waskita Karya
- PT Kencana Energi Lestari Tbk

- BPJamsostek
- Mandiri Coal
- IndoAlliz (PeDe)
- CPPETINDO
- Hartamulya, Adrianus & Siahaan
- Arianto Darmawan
- Arjuna Ireng
- Printyuk



BROCHURES/CATALOGUES/MAGAZINE/NEWSLETTERS

- Terrace 8 Bali
- The Elements
- Nebraska Housing
- Visalia Residence
- Graha Golf
- Lavish Residence
- Tomang Park
- PT Haldin Pacific Semesta
- The Nature Conservation
(BENTARA – internal magazine)
- Transparency International Indonesia
- Conservation International Indonesia
- Blue Karma Bali
- The 57 Club - Intiland



AUDIO VISUAL & DIGITAL CONTENT MARKETING

- Telkom Indonesia (Product video)
- PT Pertamina (Persero) (Video profile)
- Friesland Campina (Video presentation)
- Kopernik Organization (Feature video)
- BIKA Group (Website)
- Terrace 8 Bali (Website)
- Karsel Express (Website)
- Tiktok (website)
- Buana Wood
- Natamas Plast
- PT Bank Rakyat Indonesia (BRI)
- redBus Malaysia & Indonesia
- Grab Indonesia
- AstraMobil88
- Multi Bintang Indonesia
- Velo
- Mercedes Benz Indonesia
- PT Bank Tabungan Negara Syariah
- Blue Karma Secrets Group Bali
- PT H.M. Sampoerna Tbk.
- AliExpress – in partnership with Sunyu China



“A language
Is everything
you do.”

Margaret Atwood

BRAND CAMPAIGN



FIND THE RIGHT KEY IDEAS TO COMMUNICATE YOUR BRANDS

Your brand needs branding or rebranding?

First and foremost, materials need to be used are the best words that will speak to your chosen target audience.

Find clarity of your value proposition, engagement with your market, and better results when you get serious about your branding.

We help you craft the right key messages to use in your strategic communications plans, brand story, brand guideline, packaging, tagline, and other branding materials as required.

“A language
Is everything
you do.”

Margaret Atwood

LANGUAGE COACHING & TRAINING



Invest in English or Bahasa Indonesia language training for yourself or your staff. See the result in higher standards of performance, faster career advancement and better job satisfaction.

Our language coaching is for individuals and small or large groups, with native and non-native coaches in English and/or Bahasa Indonesia.

BUSINESS ENGLISH & CONVERSATION SKILLS

“I’m a great
believer in luck,
and I find the
harder I work, the
more I have of it.”

Thomas Jefferson

MEDIA SKILLS



Be a Media Darling!

As potential spokespersons for your company, you need to be provided with an overview of the media skills required by, and an insight into your roles.



“I’m a great
believer in luck,
and I find the
harder I work, the
more I have of it.”

Thomas Jefferson

PUBLIC SPEAKING & PRESENTATION SKILLS

Mastering Public Speaking & Presentation; the Life Changing Skills.

We will provide information to assist individuals or groups to plan, create and deliver a successful presentation and speech with effective results.



“I’m a great
believer in luck,
and I find the
harder I work, the
more I have of it.”

Thomas Jefferson

BUSINESS WRITING

Write Better, Earn Better!

Improve your professional writing skills by learning how to write with clarity using the 4C principles: Clear, Concise, Complete and Correct.



“I’m a great
believer in luck,
and I find the
harder I work, the
more I have of it.”

Thomas Jefferson

ESG SERVICES

Wordsmith Group offers Environmental, Social, Governance (ESG)-based services because we care about a sustainable future. We believe that sustainability is no longer just an option, but an urgent need to face global challenges.

Wordsmith Group's ESG Services include:

- Reporting
- Training
- Consultation



We can equip your team with the knowledge and skills to advance your company's ESG agenda through:

- ESG (Environmental, Social, Governance) training tailored to your needs
- Sustainability Report Writing Training based on OJK Regulations
- Good Corporate Governance (GCG) Implementation Training
- Other customizable ESG-themed training



“Details
matter.”

Steve Jobs

CORPORATE SERVICES

Increasingly, for added convenience and ease, our clients need comprehensive expertise beyond the typical translation and/or language coaching services.

In support of this, we provide international companies and investors with services related to setting up business in Indonesia, which include providing local nominee services as a shareholder, director, or commissioner for foreign business sectors that require Indonesian shareholding. For more information, please do not hesitate to contact us.



Because words matter.

OUR TEAM

YENDI AMALIA

CHIEF EXECUTIVE OFFICER



Mobile: +62 878 8208 4104

Email: yendi@wordsmithgroup.com

Yendi has over 18 years of experience as a creative writer/editor and consultant in communications, advertising and PR agencies. She worked as senior copywriter in multinational advertising agencies, such as Chuo Senko Indonesia, Ogilvy and as communications officer in private and public sector companies. Yendi has a strong multi-disciplinary background and has been responsible for managing multiple projects and implementing several innovative concepts. In 2018, she was selected as a participant for the 'International Visitor Leadership Program (IVLP) in Women in Entrepreneurship' held by the U.S. Department of State.

Additionally, Yendi worked as a consultant and training facilitator for corporations, intergovernmental organizations and several non-governmental organizations, such as JASS ASEAN, The Ministry of National Development Planning, HM Sampoerna, Total Oil Indonesia, Coca-Cola Amatil Indonesia and many more.

Yendi graduated Cum Laude in Communications and Journalism from Bandung Islamic University, Indonesia.

HOW CAN WE HELP YOU?

Phone: +62878 8208 4104

Email: info@wordsmithgroup.com

Instagram: [@WordsmithGroup](https://www.instagram.com/WordsmithGroup)

Website: www.wordsmithgroup.com

Contact us for more detailed information on each of our services.



PT Tiga Rekan Internasional
Jl. Menara Rajawali Level 7-1
Jl. DR Ide Anak Agung Gde Agung Lot. 5.1
Kawasan Mega Kuningan, Jakarta Selatan
Indonesia 12950