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**Achmad Chairul**

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**Resume Summary**

Current Position : Sales Supervisor in PT Jobklik Indonesia (Jan 2014 –

Present)

Current Specialization : Sales – Telesales/Telemarketing

Highest Education : Bachelor’s Degree in Linguistics/Languages

Year of Experiences : 10

Expected Salary : IDR 7,500,000

**Employment History**

**1. PT Jobklik Indonesia** *Jan 2014– Present*

Position Title (Level) : Sales Supervisor

Position Title (Level) : Supervisor Telemarketing (Coordinator/Supervisor)

Specialization : Sales – Telesales/Telemarketing

Role : Supervisor Telemarketing

Industry : Advertising / Marketing / Promotion / PR

Monthly Salary : IDR 6,000,000

Work Description :

**Revenue Generation**

**a.** To achieve Team revenue target assigned in monthly basis

**b.** To develop / increase Team revenue per account (existing costumer and

prospect customer)

**c.** Drives Team To maintain existing revenue from existing customer by doing

proper contact in call queue management

**Market Share**

**a.** Boost team acquisition of new business

**b.** To achieve team UCP target assigned by increase number of unique

company posting (UCP) from personal database

**c.** Drives team To revive customer to start purchase with Jobstreet again by new

program/product introduction

**d.** Drives Team To minimize customer share of wallet to competitor by make

proper maintenance and development call to customer

Other:

Close coordination intra department, finance, marketing and corpcare to solve

customer problem, supporting company continues program such as Jobfair, Sales

league, etc. To do delegation work (in absence other team member). To make sure

service agreement from customer is correct/ valid.

**2. Jobstreet.com** *September 2013– Jan 2014*

Position Title (Level) : Sales Supervisor

Position Title (Level) : Supervisor Telemarketing (Coordinator/Supervisor)

Specialization : Sales – Telesales/Telemarketing

Role : Supervisor Telemarketing

Industry : Advertising / Marketing / Promotion / PR

Monthly Salary : IDR 4,300,000

Work Description :

**Revenue Generation**

**a.** To achieve Team revenue target assigned in monthly basis

**b.** To develop / increase Team revenue per account (existing costumer and

prospect customer)

**c.** Drives Team To maintain existing revenue from existing customer by doing

proper contact in call queue management

**Market Share**

**a.** Boost team acquisition of new business

**b.** To achieve team UCP target assigned by increase number of unique

company posting (UCP) from personal database

**c.** Drives team To revive customer to start purchase with Jobstreet again by new

program/product introduction

**d.** Drives Team To minimize customer share of wallet to competitor by make

proper maintenance and development call to customer

Other:

Close coordination intra department, finance, marketing and corpcare to solve

customer problem, supporting company continues program such as Jobfair, Sales

league, etc. To do delegation work (in absence other team member). To make sure

service agreement from customer is correct/ valid.

Jully 2009 – March 2013

Position Tittle **:** Senior Account Manager

Position Title (Level) : Senior Account Manager (Coordinator/Supervisor)

Specialization : Sales – Telesales/Telemarketing

Role : Telesales Executive/Account Manager

Industry : Advertising / Marketing / Promotion / PR

Monthly Salary : IDR \*\*\*\*\*\*

Work Description :

**Revenue Generation**

**a.** To achieve personal revenue target assigned in monthly basis

**b.** To develop / increase revenue per account (existing costumer and prospect

customer)

**c.** To maintain existing revenue from existing customer by doing proper contact in

call queue management

**Market Share**

**a.** To make acquisition of new business

**b.** To achieve UCP target assigned by increase number of unique company posting

(UCP) from personal database

**c.** To revive customer to start purchase with Jobstreet again by new

program/product introduction

**d.** To minimize customer share of wallet to competitor by make proper

maintenance and development call to customer

**Collection**

**a.** To remind customer about pending payment and customer current payment

cycle

**b.** To assist customer proposing new payment cycle (if any request) to finance

department

**Sales Flow and processes**

1. Proper action remarks update in intranet (application that use in Jobstreet)

Action remark to explain latest conversation with customer. The objective of the

update is to get complete information about customer / posting activities

2. Minimum 30 effective calls per day

**a.** Follow up all call queue list

**b.** Follow up ICAS leads (competitor analysist reporting by system), telemarketing

leads and Web inquiry leads

**c.** To use sales spiels as part of conversation to customer

**d.**To educate customer and inform ads posting template to customer

Other:

Close coordination intra department, finance, marketing and corpcare to solve

customer problem, supporting company continues program such as Jobfair, Sales

league, etc. To do delegation work (in absence other team member). To make sure

service agreement from customer is correct/ valid.

**3. Yayasan Apresiasi Musik Indonesia (YAMI)** *Feb 2007 – Aug 2008*

Position Title (level) : Teacher

Specialization : Education

Role : Education Counselor

Industry : Education

Monthly salary : IDR 1600000

As a teacher staff for SD Madania, teaching music appreciation

**3. PT Milenium Futures** *Feb 2003 – Feb 2004*

Position Title (Level) : Business Development (Fresh /Entry Level)

Specialization : Sales – Corporate

Role : Sales Executive Account Manager

Industry : Banking Financial Services

Monthly Salary : IDR 750000

Work Description :

Find investor for currency trading, monitoring currency movement, reporting to

investor about economic fundamental news, buying and selling currency (Trading),

mostly my part is only suggesting investor (as a consultant). Tools: Internet

Connection, phone line (hand set), Reuters information on monitor.

**4. PT Valbury Asia Futures** *Jan 2001– Feb 2003*

Position Title (Level) : Business Development (Fresh /Entry Level)

Specialization : Sales – Corporate

Role : Sales Executive Account Manager

Industry : Banking Financial Services

Monthly Salary : IDR 700000

Work Description :

Find investor for currency trading, monitoring currency movement, reporting to

investor about economic fundamental news, buying and selling currency (Trading),

mostly my part is only suggesting investor (as a consultant). Tools: Internet

Connection, phone line (hand set), Reuters information on monitor.

**Educational Background**

 *Graduation Date : 2001*

**Bachelor’s Degree of Linguistics / Languages**

Major : English Literature

InstituteUniversity : Universitas Nasional, Indonesia

Grade : -

**Skills**

**(Proficiency : Advanced –** Highly experienced ; **Intermediate** – Familiar with all the

basic functionalities; **Beginner** – Just started using or learning the skill)

**Skill Years Proficiency**

Computer >5 Advanced

Arts performing 1 Intermediate

**Languages**

**(Proficiency :** 0 = **Poor** – 10 = **Excellent)**

**Language Spoken Written**

Bahasa Indonesia 9 9

English 8 8

**Personal Particulars & Preferences**

Date of Birth : 07 Feb 1974

Nationality : Indonesia

Gender : Male

KTP No. : 09.5301.070274.0229

Possess Own Transport : Yes

Expected Monthly Salary : IDR 7,500,000

Availability : Immediately after notice period of 1 month(s)

**Additional Info**

Position : Telemarketing Supervisor, Sales Supervisor, Telesales, Telemarketing,

Account manager, Senior sales, Teacher, Senior marketing

Client : All company in Indonesia

Duration : January 2001 - present

Other skill sets used : Ms Office, Internet, and other computer applications. Selling,

Maintaining, Recruiting, Searching Candidates, Knowledge of DISC recruitment

tools. Calling clients (call skills), offering the ads project, maintaining client ads on

the web. Existing client, new client.

**SUMMARY OF QUALIFICATIONS :**

More than 9 years of experience in Sales and Marketing.

Unique Combination of expertise in Selling and recruitment Industry.

Comprehensive knowledge of Building and developing team, Developing sales

scheme, Marketing program and Working progess / result report.