|  |
| --- |
| Resume of **Ms. Miranda Anggun**  |

|  |
| --- |
| **Personal Details**  |
|  | Gender | : | Female | http://www.jobsdb.com/ID/EN/V6/JS/Photo/GetPhoto.asp?ID=%7BE8F60D0B-37B6-4D2C-B072-A400D2DC8A6D%7D |
|  | Age | : | 30 |
|  | Date of Birth | : | 2-May-1984 |
|  | Marital Status  | : | Single |
|  | Nationality | : | Indonesia |
|  | Ethnicity | : | Minang |
|  | Religion | : | Moslem |
|  | Work Authorization Status | : | Authorized to work in Indonesia |
|  | Country of Residence  | : | Indonesia |
|  | Residential Status | : | Living with Family |
|  | No. of Children | : | 0  |
|  | Owned Vehicle | : | None |  |
|  | Owned Credit Card | : | None |  |
|  | Address | : | Jl. Gorda I Gg Bacang No. 5A RT.015 RW.001, Cipayung - Lubang Buaya  |  |
|  | Province | : | DKI Jakarta |  |
|  | City | : | Jakarta Timur |  |
|  | Postal Code | : | 13810 |  |
|  | Contact Number | : |

|  |  |  |
| --- | --- | --- |
| Home | : | +62813-8641-6534 |
| Mobile | : | +62815-8588-7985 |
|  |

 |  |
|  | Email Address | : | anggunmiranda84@gmail.com |  |

|  |
| --- |
| **Career Interests** |
|  | Expected Salary | : | (Negotiable) |
|  | Availability | : | Immediately |

|  |
| --- |
| **Executive Summary / Self Description** |
|  |  |
|  | I am creative, hard working, pleasant personality and innovative. I am sure that I will have many experience and more progresses if I work in your company. I can assure you that I will do my best to meet the responsibilities which go along with working in this company. |

|  |
| --- |
| **Education and Professional Qualification** |
|  | Highest Academic Qualification: | Diploma  |
|  |
|

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |

|  |
| --- |
| **2002 - 2004, D3 STIKOM INTERSTUDI** |
| UNFINISHED / PUBLIC RELATION |
|  |
| **2001 - 2002, SMUN I SAWAHLUNTO** |
| SENIOR HIGH SCHOOL / SOCIAL |
|  |
| **1999 - 2001, SMU SUMBANGSIH 1** |
| SENIOR HIGH SCHOOL |
|  |

 |

 |
|  |

|  |
| --- |
|  |
|  |  |

**Working Experience**

Company : PT. SoftNet Indonesia

Position : Sales & Marketing

Period : May 2011 – March 2012

Job Duties : - Looking for new clients / opportunities

 - Follows-up new or existing opportunities

 - Reporting activities per week or per month

 - Register as bidders on the project in the open

 - Meeting with the technical team

 - Asking bid price and technical specifications to the distributor or

 principal.

* If the project wins, meetings with the project management
* Coordinate with the team to create project reports and payments

Company : PT. SoftNet Indonesia

Position : Project Management

Period : Apr 2010 – May 2011

Job Duties : - Create a technical framework, work schedule, a list of personal

 - Responsibility team, and project administration.

 - Activity report to the team, make the calculation of operational activities

 such as project analysis, implementation, purchase of goods, tax,

 insurances, delivery of goods, administration and experts.

 - Forwarding :

1. if there is a delivery of goods, making cooperation with the company

 / agent forwarding, making cost comparisons using air freight, sea or

 land (also determined by the time of project implementation).

 Delivery of goods must be accompanied by good packaging so that

 goods are safe and guaranteed to arrived. The packaging will also be

 reckoned, both volume and weight, because it affects the cost of

 shipping.

1. delivery is one of the activities that should be taken into account, such

 as time of arrival at the warehouse, network installation time (if any),

 the time of manufacture of packaging (if using wood), packing time,

 effort required, the number of agents in the area, the delivery time to

 arrive in place if by air / land / sea, and document delivery /

 documentation

* Coordinate with the team if there are additional requirements regarding

the sudden nor requested by the client.

 - Minutes reports to clients.

 - Coordinate with Sales and Finance to collect payment if the work has

been completed.

Company : PT. SCAN Nusantara

Position : Procurement Project

Period : June 2009 – March 2010

Job Duties : - Received the Purchase Request from Other Department

 - Get Quotation from the supplier based on negotiation

 - If the items difficult to find the supplier or the items needs to install

 go trough Market and payment by cash

 - Prepare Price Comparison and selected the best quality/price

 - Process Purchase Order and send to supplier by fax

 - Follow up the delivery schedule

 - Process Invoice and go truth to Account Payable

 - Prepare Project Letter

 - Prepare Pettycash and Allowence for Technisian

 - Prepare Summary Pettycash and Allowence Report based on receipt

 - Make the Notulen Meeting

 - Prepare Inventory Report

Company : PT. IndoChine Indonesia

Position : Purchasing for F&B

Period : Dec 2007 – March 2009

Job Duties : - Received the Purchase Request from other department

 - Check to Price Comparison from Supplier Tender List

 - Process Purchase Order and Fax to supplier

 - Process Invoice and go truth to Account Payable

 - Prepare for Inventory and Purchase

Company : PT. Maxgain International Futures (Bursa Efek Jakarta)

Position : Senior Business Manager

Period : Oct 2006 – Nov 2007

Job Duties : - Sell the Market / Product to client

 - Convinience the client to in the market

 - As a witness when the client make the agreement

 - Trainee New Marketing and Staff (as Trainer)

 - Prepare an advertisement for Marketing Vacancies

 - Interview New Marketing

Company : Shangri-La Hotel Jakarta

Position : Purchasing Staff

Period : Feb 2004 – Oct 2006

Job Duties : - Received the Purchase Request from other department

 - Check to Price Comparison from Supplier Tender List

 - Process Purchase Order and Fax to supplier

 - Process Invoice and go truth to Account Payable

 - Prepare for Inventory and Purchase

Company : Political Organization PDI Perjuangan

Position : Adminitration

Period : 2002 – 2004

Job Duties : - Prepare report for meeting

* Prepare meeting schedule for district area
* Coordinate result from meeting