**Curriculum Vitae**

**Personal Details**



Name : Zoraya Bilqis

Address : Jl Bratang binangun IX/17 Surabaya

Phone : +62 81 23 999 8876

Email : zoraya.bilqis@gmail.com

Sex : Female

Date of Birth : December, 11th 1989

Nationality : Indonesia

Marital Status : Single

LinkedIn : id.linkedin.com/in/zorayabilqis

**Personal Description**

 I love to meet new people, face the challenge, hardworking, confident, and enjoy working in a team.

**Education Profile**

* **Formal Education**
1. 2012 : Bachelor Degree Major of Accounting, Airlangga University
2. 2007 : Graduate Senior High School from SMA Negeri 5 Surabaya
3. 2004 : Graduate Junior High School from SMP Negeri 6 Surabaya
4. 2001 : Graduate Elementary School from SD Khadijah Surabaya

**Ability**

 Languages: Good command of written and spoken English and Indonesia

 Computer:

 • Office Suite : MS Office

 Others : Client servicing, presentation, event, corporate communication

**Experience**

**Work Experience :**

1. Employee of Voila Indonesia as Senior Account Executive (June 2014 – present)

Client such as Sampoerna, Telkomsel, ANZ, Semen Indonesia, and Garuda Indonesia

Job description :

* Maintain good relationship with existing client
* Prospect new client, and educate them
* Create proposal for communication strategic planning, advertising, public relation program, and client’s campaign
* Develop overall program budget, including sales and competitor analysis, pricing and discount policy, marketing and sales strategy, distribution and activity plans
* Attend site meetings, provide after sales service support and follow up
* Achieve business target in terms of sales volume and revenue
* Supervising project
* Report to Account Manager
1. Employee of Voila Indonesia as Account Executive (November 2012 – June 2014)
2. Employee of Voila Indonesia as Finance&Accounting (January 2012 – October 2012)
3. Employee of Voila Indonesia as Project Officer (October 2011 - December 2011)
4. Employee of Jawa Pos as surveyor (September 2009 - December 2010)
5. Event Organizer of DBL Indonesia Jawa Pos (November 2009 - September 2010)
6. Event Organizer of DETEKSI CONVENSION Jawa Pos (September 2009 - December 2010)

**Organization Experience :**

Senior High School

1. Student Organization SMAN 5 Surabaya Surabaya (PMR)

 Position : Public Relation Department (2005-2006)

Institute

1. Accounting Organization

 Position : Human Resource Development. (2008-2009)

**Project Experience :**

1. 2014 : Content Department at HelloFest 10, 2014
2. 2014 : Client Service at Tupperware ELC Gathering Surabaya, Solo, and Malang
3. 2014 : Client Service at Sampoerna 101th years Aniversary
4. 2014 : Client Service at Telkomsel Extraordinary Gadget Party
5. 2014 : Client Service at Retail Outlet Community (ROC) East Java, Telkomsel
6. 2014 : Assitant Team Leader at Book Launching Road to Semen Indonesia
7. 2013 : Team Leader at Huawei LFP Campaign – Car Free Day Bandung Surabaya
8. 2013 : Client Service at Family Gathering RSUD dr. Soedono Madiun
9. 2013 : Client Service at Sampoerna 100th years Anniversary
10. 2013 : Team Leader Garuda Indonesia Gallery Opening at Ciputra World Surabaya
11. 2012 : Treasury at Employee Appreciation and Motivation Day Sampoerna
12. 2011 : Project Officer at Sampoerna Best Student Visit 2011
13. 2011 : Project Officer at Sampoerna Internal Communication Contributor Workshop
14. 2010 : Coordinator Food and Health Honda DBL East Java Series 2009
15. 2009 : Secretariat Departmen at Axis DetEksi Convention 2008