**JESSICA HARYANTO**

405 River Valley Road, Singapore 248303

Mobile: +65 8433 3056; Email: jschrynt@gmail.com

Nationality: Indonesian

**PERSONAL OBJECTIVE**

I am a dedicated and motivated business management graduate with a proven communication, organizational, and interpersonal skills. I am seeking an excellent opportunity where I can apply my academic knowledge and practical experiences to contribute to a successful organization.

**EDUCATION QUALIFICATION**

**University of Bradford, UK 2014 – 2016**

*BSc (Hons) in Business and Management Studies*

**Management Development Institute of Singapore (MDIS), Singapore 2013 – 2014**

*Advanced Diploma in Business Management*

**PROFESSIONAL EXPERIENCE**

**Eddy Kaslim Certified Public Accountant Firm June – Aug 2014**

*Intern staff*

* Successfully performed various clerical duties and basic assembly of client information and tax returns
* Observed and learned physical inventory count process

**DreamWorld Event Organizer Nov 2012 – Oct 2013**

*Marketing Staff*

* Entice the prospective clients through Social media
* Arrange meetings with clients

**University of Bradford Graduation Volunteer, Singapore November 2014**

**VOLUNTARY WORK EXPERIENCE**

* Helped to ensure the success and smooth flow of the event

**EXTRACURRICULAR ACTIVITIES**

**MDIS Business Club, Vice-Chairman of Business Competition 2015 – 2016**

* Arranged comprehensive and up-to-date timetables for successful events
* Managed the growth in membership for the upcoming competitions

**Indonesian Students’ Association in MDIS (KUMIS), Secretary 2015 - 2016**

* Ensured accurate action plans and decisions recording in the minutes
* Maintained effective record keeping and administration

**International Symposium of Overseas Indonesian Students' Association Alliance, Public Relation August 2015**

* Well established and maintained lines of communication with prospective speakers
* Managed and organized the arrival of key spokesperson

**Youth Entrepreneurship Competition, Finalist June 2015**

* Established new business concept and set up innovative business proposal

**SKILLS**

**IT/Computing**

* Proficient in Microsoft Office Software (Word, Excel, Power Point), Adobe Photoshop, and basic Search Engine Optimization (SEO)

**LANGUAGES**

**English** – IELTS 6.0

**Mandarin** – Beginner level

**Bahasa Indonesia** – Native speaking

**REFERENCES**

**Dr. Alby Anand Kurian**

AQ Lecturer

MDIS Business School

Tel: +65 9068 1437

Email: alby\_kurian@mdis.edu.sg

**R. Darwin Joseph**

Lecturer in Local program, Director (MIB – AASB)

MDIS Business School

Tel: +65 8452 2680

Email: darwin\_joseph@mdis.edu.sg