**Sales & Marketing Staff (Internet Spesialized), November 2015 – Now**

PT. ASSILA ASELI PRATAMA | Tangerang Selatan

Industri Tekstil / Garment

Spesialisasi Penjualan - Retail / Umum

Bidang pekerjaan : Eksekutif Penjualan

Duties and responsibilities :

1. Finding information about information e-commerce or sites are in use in Indonesia
2. Introducing products by creating ads in social media and e-commerce
3. Giving good service to communicate properly and convincingly. Because most customers are customer purchases via online or internet.
4. Record and recap of customer data every day and sent to the boss every month
5. Responsible for the return of goods, recorded returns until the goods reach the hands of the customer
6. Filing document (recap sales and customer list recap)

**ADMIN SALES & MARKETING (TELE-MARKETING), Nov 2014-Okt 2015**

PT. NHF AUTO SUPLIES INDONESIA | JakartaUtara

Industri Retail / Menjual BodyPart Mobil

Spesialisasi Penjualan - Retail / Umum

Bidang pekerjaan : Eksekutif Penjualan

Duties and responsibilities :

1. Preparing the data (from the internet) to get prospective customers and call a new customers to cooperate.
2. Create daily report and daily sales team every day and sent to manager sales.
3. Create a appointment for the field sales. follow up old customer and new customer
4. Make an appointment with a customer potential
5. Conducting sales of making a PO, PO to DO 6. Responsible for the process returns
6. Creating sales reports, return reports and update customer data
7. Filing and control document

**Sales & Marketing (Internet Spesialized),** August 2013 - Okt 2014

PT. Karya Jaya Autocare | Tangerang Selatan

Industri Automobil / Mesin Tambahan Automotif / Kendaraan

Spesialisasi Penjualan - Retail / Umum/Menjual Aksesoris Mobil

Bidang pekerjaan : Eksekutif Penjualan

Duties and responsibilities :

1. Finding information about information e-commerce or sites are in use in Indonesia
2. Introducing products by creating ads in social media and e-commerce
3. Giving good service to communicate properly and convincingly. Because most customers are customer purchases via online or internet.
4. Record and recap of customer data every day and sent to the boss every month
5. Responsible for record orders, create invoices, prepare the goods and send the goods through JNE.
6. Responsible for the return of goods, recorded returns until the goods reach the hands of the customer
7. Responsible for the provision of goods, called the supplier until the goods arrive at the company
8. Checking items in and out. And to update inventory data.
9. Make appointments with prospective buyers
10. Filing document (stock recap, recap sales and customer list recap)

**WEREHOUSE ADMINISTRATION, Periode January 2013 – March 2013**

PT. INTRADITA PROSIMPEX  I Jakarta Utara

IndustriTransportasi / Logistik

SpesialisasiClerical/Staf Admin

Bidang pekerjaanData Entri Personil

JabatanPegawai (non-manajemen & non-supervisor)

Duties and responsibilities :

1. Take a note of both incoming and outgoing goods

2. Accept and record the letter of the road

3. Make a recap of the stock every day and recap to be a monthly report

4. Check the feasibility of the goods directly to the warehouse

 5. Working with the warehouse to check the goods before and after sending to the customer