MURWANI SHANTI

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Resume Summary

Current Position : Project Manager in PT. Alphasalmon Indonesia (2011 - Present)
Current Specialization : Digital & IT Solution
Digital Experiences : More than 10 years

Employment History

2011 - Present

1. PT. Alphasalmon Indonesia

Position Title (Level) : Digital Project Manager
Industry : Digital Agency
Work Description :

Clients:
- Manage clients' expectations successfully and strive for professionalism
- Take initiative to approach clients on interactive ideas and innovations
- Create Statement of Work, prepare cost quotation and schedule change management
- Be responsible and responsive to client

Projects related:
- Manage digital based projects (includes online/web, mobile apps, and social media)
- Creates and execute project work plans and revise as appropriate to meet changing needs and requirements
- Manages scope and mitigate risk across projects (risk minimization)
- Identifies resources needed and assigns individual responsibilities
- Manages day-to-day operational aspects of a project and scope
- Review and apply Quality Assurance for deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards
- Ensure project documents are complete, current and stored appropriately
- Tracks and reports team hours and expenses on regular basis

Aug 2010 - June 2011

2. PT. Merah Cipta Media (Klix Digital)

Position Title (Level) : Digital Project Manager
Industry : Digital Agency
Work Description :

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Clients:

- Manage clients' expectations successfully and strive for professionalism
- Take initiative to approach clients on interactive ideas and innovations
- Create Statement of Work, prepare cost quotation and schedule change management
- Be responsible and responsive to client

Projects related:

- Manage digital based projects (includes online/web, mobile apps, and social media)
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- Review and apply Quality Assurance for deliverables prepared by team before passing to client.
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- Ensure project documents are complete, current and stored appropriately
- Tracks and reports team hours and expenses on regular basis

Feb 2009 - Aug 2010

3. PT.Tech Mahindra

Position Title (Level) : Senior Manage Service
Industry : Telecommunication
Work Description :

The Project support HCPT customer for running GSM operator (all technical, billing and support) implementation. Project run with Siemens and Nokia support for project implementation corporation.

As a Senior Manage Service was responsible for the follows :

- Handling trouble call or mail from client
- Delivered complaint and request to engineer
- Reporting SLA, BMSA, EBMSA, Siebel report and Dashboard to line manager
- Monitoring application
- HP OV logging activity
- Handling SMS alert to TechM and client
- Managing Work distribution to all member of Team
- Managing SLA and contributing to solve within deadline

Dec 2007 - Feb 2009

4. Detikcom

Position Title (Level) : User Interface Analyst
Role : Product Management
Industry : Digital Media
Work Description :

- Leading User Research, User Interface Design, and Usability Evaluation activities within an iterative product life cycle.
- User Interface Design activities include creating and iterating static and interactive design models (e.g., Storyboards, prototypes) and authoring detailed User Interface Specifications. Tools may include: Visio, Word, Power Point, Adobe Photoshop & Illustrator, HTML.
- Usability Evaluation activities include performing Usability Tests with end users.

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May 2007 - Dec 2007

5. PT. Agranet Multicitra Siberkom (Detikcom)

Position Title (Level) : Webservice Project Administration
Industry : Consulting & IT Solution
Work Description :

- Strategic Consulting, including business plan & application strategy development.
- Advising new businesses on consulting formation of corporations.
- Worked with HTML and Application source depending the framework. - The Goal is how to initiation and simplify the WebSite.
- Administration of the company's project, integration with the fulfillment partner, alliance partners, vendors and internal systems.

Jan 2003 - May 2006

6. PT. Agranet Multicitra Siberkom (Detikcom)

Position Title (Level) : Quality Assurance
Industry : Consulting & IT Solution
Work Description :

Usability Evaluation activities include performing Usability Tests with end users, prepare user guide for each new project webservice application and doing some training / tutorial for user

As a Quality Assurance was responsible in the following

- Testing all new application which has develop by developer
- Make sure that all application and system running well according with DFD (data flow diagram) that System Analyst have made.
- Giving some suggestion to team about user friendly application and easier application
- Arrange User Manual guide for user application
- Doing some training (tutorial) for user about the new web service application

Educational Background

Graduation Date: 1998

Associate Degree of Engineering (Chemical)

Major : Chemical Engineering
Institute/University : Polytechnic University Brawijaya, Indonesia
CGPA : 2.680/4.000

Graduation Date: 2002

Bachelor's Degree of Engineering (Chemical)

Major : Chemical Engineering
Institute/University : University JAYABAYA, Indonesia
CGPA : 2.890/4.000

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Skills

(**Proficiency: Advanced -** Highly experienced; **Intermediate -** Familiar with all the basic functionalities; **Beginner -** Just started using or learning the skill)

Skill	Years	Proficiency
Quality Management System	>5	Advanced
Client Servicing	>5	Advanced
Administration Skills	>5	Advanced
Online Marketing	>5	Advanced
Project Management Skills	>5	Advanced
Online Community Building	>5	Advanced

Languages

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

Language	Spoken	Written
Bahasa Indonesia	8	8
English	7	7

Personal Particulars & Preferences

Date of Birth	: 19 Nov 1977
Nationality	: Indonesia
Gender	: Female
Possess Own Transport	: Yes
Expected Salary	: To be discuss
Availability	: Immediately after notice period of 1 month(s)

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