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| ***STEVEN***  (+6221) **5810422**  (+62) **87877955071**  stevenuma@yahoo.com [email/ym]  https://www.facebook.com/LayPingPing [fb profile]  DOB: **Jul 01, 1984**  Nationality: **Indonesian**  Religion : **Christian** Marital Status : **Married**  Address : **Jalan Bambu Apus II No. 20 RT 03 / RW 005 Bojong Indah Kelurahan Rawa Buaya, Kecamatan Cengkareng Jakarta Barat**  Zip Code : **11740** |  |
| With this letter, I would like to express my interest related to one of the position in the Company. Currently, I’m 31 years old and already have experience in several different job fields. The opportunity is very appealing and I believe that my experience for the past 8 years and my education will make me a competitive candidate. You will find me to be quite well-spoken, confident, reliable and very responsible. | |

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***~ Working Experience ~***

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| ***Standard Chartered Bank*** | ***Jun 2006 - Dec 2006*** |
| ***Credit Card & KTA Salesman*** | ***Sales & Marketing Team*** |
| Credit Card & KTA at Standard Chartered Bank  **Tasks & Responsibilities:**   * Offer Standard Chartered Bank products such as credit card and loans. The task include : mapping strategic locations that have lots of potential customers, collect the data required to fill out a credit card / loan application. * Collaborate with the team member to achieve sales target. | |

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| ***Sparks Hotel Jakarta*** | ***Oct 2007 - Oct 2008*** |
| ***IT Admin & Support*** | ***EDP Team*** |
| IT Admin & Support on Sparks Hotel Jakarta.  **Tasks & Responsibilities:**   * Computer Troubleshooting. * Setting internet and LAN (Local Area Network) connection for each person / division and the bandwidth limitation. * Create and maintain the Email Server using Microsoft Exchange Server. * Regular routine in checking the WIFI connection for the Hotel Guest in several area such as Business Cenre, Front Office and etc. * Setting PC, Printer, EDC machine and making sure that all the hardware is connected and working properly especially during Events. * Making sure that the Windows, Anti Virus and all other programs for each division is updated. * Setting the finger scan and make sure that it is connected to HRD division for absent reports. * Consult and communicate with the Account / Finance team related to journal or reports that is integrated with VHP (Visual Hotel Program). * Assist Hotel Guest at the Business Centre if they had an issue related to the PC / Connectivity. * Setting PABX for communication between each division through phone with the help from PABX vendor. * Sending report and complain (if there is any problems) to the internet provider, hotel program developer, hotel key-lock vendor, finger scan vendor. * Maintain all the hotel room key-lock are working properly and create maintenance schedule. * Create some minor design for flyer, email banner and footnote.     **Technology:** MS. Office, VHP (Visual Hotel Program), Windows XP, Microsoft Exchange Server, Adobe Photoshop, HTML | |

***~ Other Side Jobs ~***

* ***Internet Café operator and technician***
* ***Prudential Agent***
* ***Multi-Level Marketing experience at Tianshi, Naco***

***~ Professional Development & Skills ~***

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| ***Type*** | ***Name*** | ***Years of Experience*** | ***Confidence Level*** |
| Programming | HTML | < 1 | 6 |
|  | C | < 1 | 5 |
|  | | | |
| DBMS | MySQL | < 2 | 6 |
|  | | | |
| OS | Windows XP / Vista / 7 / 8 | 7+ | 8 |
|  | | | |
| Others | Ms. Office (Word, Excel, PowerPoint, Outlook) (Write, Calc) | 7+ | 9 |
|  | Adobe PhotoShop | 4+ | 7 |
|  | OpenOffice (Write, Calc) | 1+ | 6 |

***Languages:***

* ***Bahasa Indonesia*** *in written and speaking (****Excellent****)*
* ***English*** *in written and speaking (****Good****)*
* ***Hometown Language (West Kalimantan Provincy)*** *in speaking (****Good****)*

***~ Education ~***

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| ***Formal Education*** | |
| *2002 – 2006* | ***Bina Nusantara University****, Jakarta*  ***Bachelor*** of ***Computer Science*** majoring ***Computerized Accounting Systems***  Grade: ***2.94*** |
| *1999 – 2001*  *1996 – 1998*  *1990 – 1995* | ***Senior High School at SMA TRINITAS*,** *Jakarta*  ***Junior High School at SMP TRINITAS****, Jakarta*  ***Elementary School at SD Carina Sayang****, Jakarta* |