



APPLICATION LETTER AND CURRICULUM VITAE

Created by: Ernest Johanes

Dear Sir / Madam,

I am enclosing my CV in response to your advertisement for the post which appeared on web.

As you will see, I have graduated from Institut Bisnis dan Informatika Indonesia (IBII) with a degree in Management. I have been studying for 5 years and the last 2 years in college, I also took a part time job as an Account Executive for HP Notebook.

My current job for PT Sarana Solusindo Informatika (SOLUSI) as Account Executive in Training Division for almost 2 years, has given me an experience and also knowledge not just for selling product but also for prepare and conduct training activity. Beside as Account Executive I also working as an Administrator for Certiport and Prometric Testing Center.

Although successful in my sales career, I realized that I want to learn more, and not limited in sales only. I will bring to any job, a strong work ethic and desire to succeed, a willingness to cooperate with others, and a need to produce quality work. As a result of the knowledge and skills gained through my studies and my working experiences, I hope I will be able to more than adequately the requirements in your company.

Thank you for considering my application. Enclosed is a copy of my resume and academic record. I would appreciate an interview and am available at short notice.

Best Regards

Ernest Johanes

Curriculum Vitae

A. Personal Details

Full Name : Ernest Johanes
Date and Place of Birth : Jakarta, October 10th 1985
Gender : Male
Marital Status : Single
Nationality : Indonesia
Address : Kayu Putih IX F no 32, East Jakarta
Mobile Phone : 0812.8778.5533
E-mail : ernest.johanes@outlook.com



B. Summary of Qualification

- Strong leadership qualities.
- Fast learner.
- Strong level of supervisory or managerial skills, abilities, and attributes to perform works successfully.
- Strong analytical and problem solving abilities
- Strong interpersonal and communication skills
- Fundamental IT knowledge of Microsoft and Autodesk Software
- Fundamental IT knowledge for computer hardware requirement

C. Working Experience

- **Account Executive (PT Sarana Solusindo Informatika) (2012-present)**
Ernest was responsible to selling training products and focused on Microsoft and Autodesk. Ernest also responsible to prepare a training. Beside his main objective as account executive, Ernest must build a relationship between SOLUSI and Microsoft Indonesia, especially for training and certification.
- **Certiport and Prometric Administrator (PT Sarana Solusindo Informatika) (2012-present)**
Ernest was responsible as the administrator of Prometric and Certiport Testing Center.
- **Account Executive-Internship program (PT Kusumomegah Jayasakti) (2010)**
Ernest was responsible to enter data into the database, to update price list, to send a quotation to prospective buyers and to work together with the sales teams.

D. Other Working Experience

- **Website designer (cubiqlo.com) (2013-Present)**
Ernest and his team was responsible to create an online shop website catalogue for *cubiqlo.com*.
- **Account Executive-Individual Part Time (HP Notebook) (2010-2011)**
In the end of his study in college, Ernest took a part time job as an Account Executive to sell HP Netbook to stores and also to end user. Ernest was not bound to companies during this time period.

E. Education

- Graduate from IBII (Institut Bisnis dan Informatika Indonesia), Bachelor degree in Economic Faculty, Major in Management, (2006-2011)
- Graduate from Anglo Senior High School, Rawasari, East Jakarta, (2003-2006)
- Graduate from Anglo Junior High School, Rawasari, East Jakarta, (2000-2003)

F. Other Education

- IDP (2012)
- English First (2006)
- Disciples Music Center (2003)
- Yamaha Max and Jeanny (2002)

G. Languages Skills

- English
- Indonesia

H. Computer Skills

- Microsoft Windows Desktop (XP, Vista, 7, 8, 8.1)
- Microsoft Windows Server (2008, 2012)
- Microsoft Office (2003, 2007, 2010, 2013)
- Microsoft Exchange Server (2010)
- Microsoft SQL Server (2008, 2012)
- Microsoft Sharepoint Server (2010, 2013)
- Microsoft System Center Configuration Manager (2012)
- Microsoft Dynamics CRM (2011)
- Microsoft Dynamics AX (2012)
- VM-Ware Workstation (9, 10)