|  |  |
| --- | --- |
| PERSONAL INFORMATION | **Azizul Mendra, S.Ip** |
|  |
| E:\Picture\Fotoku\Foto Azizul Mendra.jpg  |  Jln Warga II No. 49 RT/W 09/03 Kel. Pejaten Barat, Kec. Pasar Minggu, Jakarta Selatan, 12510  |
| 021 896 16160  0813 7276 5145 |
|  azizul.mendra@yahoo.co.id  |
| Sex Male | Date of birth 30/06/1985 | Indonesia  |

|  |  |
| --- | --- |
| JOB APPLIED FORPOSITION |  |

|  |  |
| --- | --- |
| **WORK EXPERIENCE** |   |

|  |  |
| --- | --- |
| Dates (from – to)Name and address of officeType of business or sectorOccupation or position heldMain Activities and responsibilities | 2009 |
| **Yamaha Bisma Sentral / Denpasar, Bali, Indonesia**Automotive Retail**Sales Manager** |
|  |
| Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results. Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.Implements regional sales programs by developing field sales action plans. Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors. Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand. Completes regional sales operational requirements by scheduling and assigning employees; following up on work results. Maintains regional sales staff by recruiting, selecting, orienting, and training employees. Maintains regional sales staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Contributes to team effort by accomplishing related results as needed.  |

|  |  |
| --- | --- |
| Dates (from – to)Name and address of officeType of business or sectorOccupation or position heldMain Activities and responsibilities | Jan – Aug 2011 |
| **Lelaki Chef**Food and Beverages / Restaurants**Chief Operations Officer** |
|  |
| **Business activities**: Taking responsibility for the business performance of the restaurant. Analysing and planning restaurant sales levels and profitability. Organising marketing activities, such as promotional events and discount schemes. Preparing reports at the end of the shift/week, including staff control, food control and sales. Creating and executing plans for department sales, profit and staff development. Setting budgets and/or agreeing them with senior management. Planning and coordinating menus and having responsible to principal.**Front-of-house**: Coordinating the entire operation of the restaurant during scheduled shifts. Managing staff and providing them with feedback. Responding to customer complaints. Ensuring that all employees adhere to the company's uniform standards. Meeting and greeting customers and organising table reservations. Advising customers on menu and wine choice. Recruiting, training and motivating staff. Organising and supervising the shifts of kitchen, waiting and cleaning staff. **Housekeeping**: Maintaining high standards of quality control, hygiene, and health and safety. Checking stock levels and ordering supplies. Preparing cash drawers and providing petty cash as required. Helping in any area of the restaurant when circumstances dictate |

|  |  |
| --- | --- |
| Dates (from – to)Name and address of officeType of business or sectorOccupation or position heldMain Activities and responsibilities | Sep—Dec 2011 |
| **Bank Mega Shariah Area Bukittinggi, Sumatera Barat**Banking and Financial Services**Account Officer** |
|  |
| 1. Approve loans within specified limits, and refer loan applications outside those limits to management for approval.
2. Meet with applicants to obtain information for loan applications and to answer questions about the process.
3. Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
4. Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
5. Obtain and compile copies of loan applicants' credit histories, corporate financial statements, and other financial information.
6. Review and update credit and loan files.
 |

|  |  |
| --- | --- |
| Dates (from – to)Name and address of officeType of business or sectorOccupation or position heldMain Activities and responsibilities | Feb 2012 – Now |
| **PT Binokular Media Utama**Public Relation Consultant**Research Manager** |
|  |
| The exact type of work carried out by media researchers varies according to the employer (whether I work client-side or for an agency), the industry in which the client is based and the type of research being carried out. Typically, however, work activities can include:1. Translating from indo to eng.
2. Handling research particularly for Media Research.
3. Daily, Weekly, Monthly Report.
4. Meeting with clients to negotiate and agree research projects;
5. Liaising with clients via face to face meetings, email and the telephone;
6. Advising clients/senior management on how to best use research findings;
7. Managing budgets.
 |

|  |  |
| --- | --- |
| Dates (from – to)Name and address of officeType of business or sectorOccupation or position heldMain Activities and responsibilities | Apr 2014—Now |
| **PT Rancang Teknologi Global**Computer / Information Technology (Software) |
| **Business and Development Manager** |
| To improve an organization’s market position and achieve financial growth and long-term organizational strategic goals, builds key customer relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions. I will also help manage existing clients and ensure they stay satisfied and positive. I call on clients, often being required to make presentations on solutions and services that meet or predict their clients’ future needs. The primary role of my work is to prospect for new clients by networking, cold calling, advertising or other means of generating interest from potential clients. I must then plan persuasive approaches and pitches that will convince potential clients to do business with the company. I must develop a rapport with new clients, and set targets for sales and provide support that will continually improve the relationship. I am also required to grow and retain existing accounts by presenting new solutions and services to clients. |

|  |  |
| --- | --- |
| **EDUCATION AND TRAINING** |   |

|  |  |
| --- | --- |
| Dates (from – to)Name and of Type Education Providing Education and TrainingPrincipal Subjects, Course/ Occupational Skill CoverageTitle of Qualification Awarded | Aug 2004 – Jan 2009 |
| **Universitas Andalas** |
| Intro to Statistic Social, Methodology of Political Science Research I & II, Political Economy, Intro to International Relations, Political Theory, etc. |
| Bachelor of Arts in Political Science |
| Dates (from – to)Name and of Type Education Providing Education and TrainingPrincipal Subjects, Course/ Occupational Skill CoverageTitle of Qualification Awarded | 6-8 July 2010 |
| **Indonesian Export Training Centre, Ministry of Trading Indonesia**  |
| Export-import procedure training, export overview activity, procedure and export document, NSW Programme, INCOTERMS 2000, export pricing systems, export workshop |
| Non Degree / Certificate |
| Dates (from – to)Name and of Type Education Providing Education and TrainingPrincipal Subjects, Course/ Occupational Skill CoverageTitle of Qualification Awarded | Feb 2007 |
| **Canada World Youth and State Ministry of Youth and Sports Affairs**  |
| Leadership in community development, public speaking, negotiates. |
| Non Degree / Certificate |

|  |  |
| --- | --- |
| Dates (from – to)Name and of Type Education Providing Education and TrainingPrincipal Subjects, Course/ Occupational Skill CoverageTitle of Qualification Awarded | Sep 2006 |
| **Corruption and Eradication Commission (KPK RI)** |
| Training of Trainers |
|  |
| Non Degree / Certificate |
| Dates (from – to)Name and of Type Education Providing Education and TrainingPrincipal Subjects, Course/ Occupational Skill CoverageTitle of Qualification Awarded | Dec 2014 |
| **Tanmia Informatika** |
| ASP[.Net Developer [ASP.Net with C#, Microsoft SQL Server 2012]](http://www.linkedin.com/search?search=&keywords=%2ENet+Developer+%5BASP%2ENet+With+C%23+Microsoft+SQL+Server+2012%5D+%28On+Going%29&sortCriteria=R&keepFacets=true) |
|  |
| Non Degree / Ceritificate |
| Dates (from – to)Name and of Type Education Providing Education and TrainingPrincipal Subjects, Course/ Occupational Skill CoverageTitle of Qualification Awarded | Oct 2014  |
| **Binus Training Center** |
| [One Day Workshop ASP.NET Developer](http://www.linkedin.com/search?search=&keywords=One+Day+Workshop+ASP%2ENET+Developer&sortCriteria=R&keepFacets=true) |
| Non Degree / Certificate |

|  |  |
| --- | --- |
| **PERSONAL SKILLS** |   |

|  |  |
| --- | --- |
| Mother tongue(s) | Bahasa Indonesia  |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | Very Good | Very Good | Good | Good | Very Good |
|  | ITP TOEFL 2011 Score 573TOEIC 2013 Score 637 |
| Malay | Good | Good | Good | Good | Good |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Communication skills | I have a good communication skills gained through my experience as leader in campus organization, sales manager, research manager, and business and development manager. |

|  |  |
| --- | --- |
| Organisational / managerial skills | Leadership (Having once taking responsible for a team of more than 10 people) and I once as a President Director in Student Organizations since I was a college student so that I handled various social project ranging from small to big project; organizing project meetings, seminars and workshops with a broad range of stakeholders, content and methods-oriented work. |

|  |  |
| --- | --- |
| Job-related skills | Good command of quality control processes, planning, and executing (currently responsible for business development) |

|  |  |
| --- | --- |
| Computer skills | Good command of Microsoft Office™ tools, Adobe Photoshop, html, macro media flash, etc. |

|  |  |
| --- | --- |
| Driving licence | SIM A and SIM C |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** |   |

|  |  |
| --- | --- |
| PublicationsProjectsConferences and SeminarsHonours and awardsMembershipsReferences | I write so many articles on newspaper ranging from local and national newspaper since I was a college student. Currently, I am preparing for my own books about start-up business.I often get involved in social project since I was a college student. Currently, I do a lot of project related my current job.Panellist for Asia Pacific Sociological Association (APSA) and University of Indonesia, Denpasar, Bali, Indonesia, 20091. Promising Student Activist in Andalas University Graduation Ceremony 2009
2. FISIP Best Student 2006

HIPMI Jaya, Matahari MCC Premium Card, etc.1. **Yuliandre Darwis, Ph.D**

**Senior Lecturer at FISIP Universitas Andalas**Address: Fisip Building, Andalas University, Padang, West Sumatera, Indonesiacontact : 0811 661 066 e-mail : yuliandre\_darwis@yahoo.com 1. **Teguh Budi Santoso**

**Managing Director of PT Binokular Media Utama**Address: Jln Siaga Raya No. 5 B Kel. Pejaten Barat, Kec. Pasar Minggu, Jakarta Selatan, 12510Contact : 021 7972426 |
|  |  |
| Dates (from – to)Name and address of officeType of business or sectorOccupation or position heldMain Activities and responsibilities | Dec 2012—Now |
| **Institute for BUMN (State-Owned Enterprises/SOE’s) Reform, Padang West Sumatra )** [**www.ireformbumn.com**](http://www.ireformbumn.com)Non Governmental Organisation that focus on to watch and enhance BUMN management and resources. We provide scientific outcome such as regular research, event, seminar or workshop related BUMN Issues. For special need, Ministry of Finance and State Owned Ministry asked us to provide an expert opinion for some cases handled by Constitutional Court (MK RI). |
| **Member of Advisory Board** |
| To give an advice as well as opinion in business and political economy perspective related BUMN management and resources issues.  |