**Curriculum Vitae**

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**Personal Details**

Name: Risa Maulita

Address: Jl. Jati Makmur No. 1 RT 002/011

 Pondok Gede, Bekasi

Phone: (021) 8465578

Mobile Phone: 0815 1900 6615

Email: risamaulita@yahoo.com

Date of birth: January 17th 1982

Gender: Female

**Education Background**

Master of Arts Administration 2005-2006

Central Queensland University

Sydney, NWS, Australia

Major: Arts Administration

Minor: Media Arts, Advertising

GPA: 5.125

Dean’s List: Terms II, III & I

Bachelor of Economic 1999-2003

Trisakti University, Jakarta, Indonesia

GPA: 2.975

Specialization: Economic Study Development

Concentration: Economic Monetary

Thesis: The Analysis of Inflation: Error Correction Model (ECM) approach 1990-2002

SMU 67 High School 1996-1999

Halim Perdana Kusuma,

Jakarta, Indonesia

**Highlight qualifications**

* Well-organized and efficient, with demonstrated strengths in recognizing, analyzing and problem solving.
* Eager to learn, with ability to learn quickly
* Adaptive to new situations and environment
* Creative and critical thinking, resourceful, independent, optimist, intelligent, with high dedication and good interpersonal skills
* Proficient with MAC Computers and with MS Office (Word, Excel, Power Point) Adobe Acrobat writer an Internet explorer
* Proficeint with SAP system and databases.
* Good oral and written communication skills, multilingual, fluent in both Indonesian and English.
* Good team work and work well independently
* Flexible and open to new changes, good work ethics, highly motivated, willing to incorporate new ideas and procedures
* Having good negotiation skills and able to develop and maintain good relationships with others

**Activities**

**Volunteer** at YCAB (Yayasan Cinta Anak Bangsa) 2002-Present

(Anti Drugs Social Organization)

Jakarta, Indonesia

Duties:

* Seminar Campaign throughout school, workplace and other communities
* Assistance programs for drugs addicts
* Publishing Media Releases
* Co-operation with Indonesia National Police and National Narcotic board

**Member of Tirta Satwa Diving Club** 1999-present

Jakarta, Indonesia

**Member of PPIA** (Persatuan Pelajar Indonesia Australia) 2004-2006

Sydney, Australia

**Knowledge Informal**

* Studied prophesies to BPD Bali in July 2000
* Participated at Student Executive Organization in Overseas Student Comparative, Study program to Singapore-Malaysia in August 2001
* Attended several seminars, arts and exhibition while taking bachelor and master degrees incl. workshop for Drugs Education (Asian), Arts expo (Australia and Europe)
* Qualified diver, Scuba Diving Certificate - Advance Level (PADI worldwide Association)
* Obtained English Course Certificate – Insearch UTS (Sydney)

**Work Experience:**

* PT. Fluidic Indonesia , May 2013 – May 2014

Position: Assistant Business Development Manager

Duties:

* Support sales team as required with meetings, create and issue NDA &

 framework agreements for customers, subcontractors and partners.

* Develop new business introducing new customers and act as a liaison between customer and

 Fluidic Indonesia

* Follow up sales such as arrange factory visit, vendor registration and prepare

 PO uploader.

* Data maintenance & reports such as; update project revenue, prepare monthly

 Invoice report for finance team, prepare payment received report for finance team

 and maintain approved vendor list.

* Input all sales and payment on SAP system (Sales Order)
* Finance duties such as prepare, submit and follow up invoices to customer.
* Documentation and Administration duties; open, sort and distribute

 incoming correspondence from customers (Notification Letters, New PO’s).

 Perform general clerical duties, including but not limited to: check BALAP/BAUT, prepare and assist with documentation (including contracts) to be submitted to customer and maintain confidential office files.

* PT. Marubeni Indonesia, Feb 2012 – Nov 2012

Position: Import – Export Staff Chemical Department

Duties:

* Handling documentation for export-import business.
* Develop new business with existing customers and suppliers.
* Develop relationships with new customers.
* Follow up Sales from customers to suppliers.
* Arrange the shippment schedule for both suppliers and customers.
* Input all sales and payment on SAP system.
* Arrange delivery and payment terms.
* Sales support documentation such as, Sales Contract, Shipping Instructions,

 Invoicing and packing list.

* Nokia Siemens Networks, May 2011 – Nov 2011

Position: Occupational Health and Safety & Corporate Social Responsibility staff

Duties:

* Creating new ideas/program for OHS and CSR activities
* Project planner and budgeting for a annual activities
* Department head, in charge of policy implimentation for all the CSR and OHS

 activities

* Document control for ISRS (International Safety Rating Sysytem)
* Employee relations liaison for all OHS activities
* Publish events and activities on social media
* Build and maintain relationships with vendors, other communities for CSR and OHS Activities
* Nokia Siemens Networks Feb 2007 – April 2011

Position: Sales Support for Indosat Account Team

Duties:

* Secretarial support such as manage schedules,

 events, make reservations and travel arrangements.

* Build relationships with new and existing customers (all levels).

Handle PO (Purchase Order) record documentation including contracts from

Customer, mail,couriers, faxes and other documents to guarantee those are recorded appropriately.

* Preparing company tenders (document printing,filling and packaging).

Administration tasks including filling and drafting letters.

Any other related job given by superior.

**Part Time Work**

Claudio’s Seafood, Sydney Fish market

Sales and Customer Care service 2004-2006

Thai Express Restaurant, Sydney

Kitchen hand. 2005-2006

Supre Clothing

Sales Promotion Nov 2004 – July 2005

Sales Manager August 2005 – May 2006

Floor Manager June 2006 – Oct 2006