**Jakarta, August 2th 2016**

Attention to :

Director of HRM

Dear Sir/Madam

On this opportunity I would like to apply job at your company , Iam Ramadhan Yuni Lestari (Yuni), Iam 32 years old, female, energetic and healthy, now I am working in Property Company at PT. Wira Sakti Surya Persada, Pantai Indah Kapuk (Metro Broadway PIK) as a Secretary BOD and Sales Admin.

in 2007 I am graduated from Academy Secretary & Manajemen LEPISI with GPA 3.01, I would like to have carrier to expand my experience.

My personality as a hard worker, multitasking and fast learner type of person would bring benefit to your company I will be very appreciated if you could give in opportunity to work in your company, herewith I enclosed my curriculum vitae, which will give detail of my qualification.

I would gladly welcome an opportunity to have interview with you at your convenience I hope my skill can be one of your company’s assist. I am looking forward to hearing from you in the near future, thank you for your consideration and attention.

Sincerely yours,

**Ramadhan Yuni Lestari**

Phone : 087771448118

Jl. Peta Selatan RT/RW 007/001 No. 48 A

Kalideres Jak-Bar

**CURICULLUM VITAE**

Ramadhan Yuni Lestari

Date of Birth : Jakarta, 06 June 1984

Age : 32 years old

Sex : Female

High : 160 Cm

Weight : 65 Kgs

Marital Status : Married & has one daughter

Address : Jl. Peta Selatan RT/RW 007/001 No. 48 A

Kalideres Jak-Bar 11840

Place of Birth : Jakarta

Nationality : Indonesia

Mobile : 087771448118

Religion : Moslem

**Education Background**

1. Vocational High School SMKN 3 Tangerang, Majoring of Hotel & Tourism 2000 - 2003
2. Graduated from Academy Secretary & Manajemen LEPISI Tangerang 2004 – 2007

**Work Experience**

1. Working in PT. Dunkindo Lestari as a Cashier during one year 2003 – 2004
2. Working in PT. Supreme Power (SUCACO) as Secretary to BOD & Purchasing during 1 years 2006 – 2007
3. Working in PT. Vitell Mobile Indonesia as Purchasing Administration during 1 years 2008 – 2009
4. Working in PT. Akeda Multi Media as Secretary to BOD & Purchasing Administration 2009 - 2011
5. Working in PT. Wira Sakti Surya Persada / Metro Group PGMTA as a Secretary to BOD

and Sales Admin in August 2011 until now

**JOBS DESCRIPTION**

1. **SECRETARY**

* Prepare and manage correspondence, repots and documents
* Organize and coordinate meetings, conference, travel arrangements
* Arrange and confirm appointment
* Take, type and distribute minute of meetings
* Organize internal and external events
* Handle incoming mail and other materials
* Set up and maintain filling systems
* Set up procedures
* Collate information

1. **Purchasing**

* Ensure competent quality execution of all regular purchasing duties and administrative works.
* Maintain complete updated purchasing records/data and pricing in the system
* Prepare reports and summarize data including sales report and book value.
* Schedule store visits and conduct competitor survey
* Execution and monitoring of all regular purchasing duties.
* Assist in managing and following up overseas orders.
* Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
* Coordinate with suppliers to ensure on-time delivery.
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
* Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
* Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
* Purchase and issue order in accordance to specification.
* Plan and manage inventory levels of materials or products
* Source for new parts, suppliers or sub-contractors when the need arises.
* Monitor and co-ordinate deliveries of items between suppliers (local and overseas).

1. **Sales Admin**

* Provide secretarial assistance to Head of Sales, producing letters, memos, reports, spreadsheets, filing; and general administration for the sales department.
* Record/input sales releases, reservations, master moves, cancellations, exchanges, hand-overs and legal completions onto the sales information system, along with full customer details/choices and produce/post relevant letters and statements and update office (wall) charts as appropriate.
* Ensure the sales extraction sheets are completed and kept up to date on a weekly basis.
* Produce and maintain plot files, distribute copies to other departments and contractors.
* Produce weekly and monthly reports for regional management team, Group and Independent Financial Advisers within required deadlines.
* Produce monthly board report spreadsheet and typed report.
* Produce/amend standard forms for use on site and in the office to assist the sales team.