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PORTOFOLIO

OBJECTIVES

POSITION	OBJECTIVES
General Affair	<ul style="list-style-type: none"> • Provide Tax company • Meet target for revegetation programs with clients • Documentation and Filling
Research Manager	<ul style="list-style-type: none"> • Meet Client and Delivered datas
Content Management and Admin Support	<ul style="list-style-type: none"> • Handled of complaints from customer by updated CRM • Launched of new services (Game, Quiz and Texts on mobile) • Submitted content curations for Telkomsel event with Cinemaxx • Uploaded contents on CMS (website) for boost up traffic • Dealing with partners (Braincode, Melon, Glovinus, ZonaSeru and Klikmedia) • Submitted and uploaded image (Web Banner) for online campaign • Successful of tested UAT with Telco, • Submitted Balance Sheet and Income Statement yearly • Submitted E-Faktur, PPh Pasal 21 and PPh Pasal 4.2.
KOL Management	<ul style="list-style-type: none"> • Collaborate with PT Visia Prima Media • Collaborate PT Sentrum Promosi Indonesia
Copy Writer	<ul style="list-style-type: none"> • Created products description • Uploaded contents on Nimble Application • Updated KPI as Copy Writer
Assistant Researcher	Maintenance and produced for corn, chilly and tomatoes seeds

TECHNICAL PROFECIENCY

Platform	Windows, CMS, E-Faktur, PPh Pasal 4.2
Program	Office (Pivot Tabel, VLookup, Hlookup,Slicer), Paint.net, Photoshop, Expert Choice2000, SPSS, Photoshop, Canva

CARIER HISTORY

COMPANY	POSITION	RESULT	YEAR
PT Cheese Mobile Indonesia	Content Management and Admin Support	-As Content Curator Created Contents on CMS -Designed Web Contents (Dunia Game, RealNetwork, FunBox) -Created wording promo for UMB -Created wording for Online campaign (WapPush) -Updated E-Faktur, PPh Pasal 21 and PPh.Pasal 4.2 -Submitted Balance Sheet and Income Statement -Marketing for Cheese Ads and Airpush	2013-Feb 2020
PT Granton Marketing Indonesia	Copy Writer	-Created products description -Uploaded contents on The Nimble Application -Updated KPI as Copy Writer	2013
SAM MEDIA, LTD	Content Writer and Customer Service Executive	-Handled claim from customer by update CRM -Created contents on text basic -Updated reconciliation report with Telco -Admin support needs	2006-2012
Lab PSPT IPB	Assistant Researcher of IPB Lecturer	-Team work as assistant researcher for development of Maize Line, Chilies, and Papaya. -Team work as assistant of lecture for Subject: Dasar Pemuliaan Tanaman, Dasar-Dasar Hortikultura, Dasar-Dasar Agronomi	2002-2006

Sincerely,

Suhartini