

Jl. Tanjung No 33 komp. Paspampres Kota Batu Cikaret
Bogor– Indonesia
HP Number : 0852 8069 1318 / Email Address : oktarama957@gmail.com

Dear Recruiter,
Human Resource Department

I would like to express my interest to apply job as a Staff at your Company. I have graduated from Atmajaya Catholic University , Faculty Of Law and Supported with my hardworking attitude and flexibility, I believe I have the qualification necessary to fill the position, which you may need in your company. I can learn skill you require. I am comfortable to learn new knowledge and skill and apply it directly to my responsibility.

I am able to use Computer and fluent in English. I usually work with good and structural planning with my team. There is no matter if I join with an environment which has many different characters within. I am very interested to study and explore something new especially have some correlation with my job. I can work either independently and in a team also work in under pressure situation. Responsible, hard worker, positive and proactive mental attitude are some of my characters. I am sure that I will make your business growth better.

For your consideration, here with I enclose my curriculum vitae that I make genuinely, so can be utilized with it is.

I am looking forward to accept your positive response and would be glad to meet you for interview.

can reach me either at my contact address.
Thank you for your attention.

Sincerely,





Okta rama

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EDUCATIONAL BACKGROUND

MIHCA INTERNATIONAL (Magsaysay Center for Hospitality and Culinary Art) -
Culinary Arts Department – Class Of 23 January 2017- 10 Agustus 2017

ATMAJAYA CATHOLIC UNIVERSITY

Jakarta, Indonesia

Bachelor of Law, august 2014

GPA: 2.77

- Dissertation: "Granted Insurance claim put forward by policy holder againts PT Asuransi Jiwa Mega Life folowing a case of fatality (study of letter of decision NO.20/PDT.G/2010/PN.PTK)"

SATU BHAKTI CATHOLIC HIGH SCHOOL

Bogor, Indonesia

Science Concentration – Class of 2005

- Member PMR (Palang Merah Remaja)

LANGUAGES

- Indonesian
- English

ADDITIONAL EXPERIENCE, ORGANIZATION, AND SKILLS



Edit dengan WPS Office

EXPERIENCE

- I've worked as a Marcomm Staff for two year in PT Wijaya Artha Mandiri
11 february 2015 - 16 October 2016

Job Description :

- Organising trade shows
- Customer events
- Digital marketing
- Producing press releases
- Promoting our products and services during events
- Advertising our company and products/services on various media

- Hospitality Trainee Student at Aston Rasuna Hotel

Job Description :

- Help to coordinete food preparation
- Help to prepare and cook food
- Help with cuality management of food
- Help with General Cleaning required in the kitchen
- Prepare mise-en-place for yesterday
- Collect store items as required from the main kitchen

- Customer Service officer at Siloam International Hospital
19 august 2019 - 31 oktober 2023

Job Description :

- Responsible for answering phone call from customer and provide them with information that they request
- Resolve Customer complaints in a fair manner
- Elevate Customer Concerns to managers and supervisors as needed
- Become Knowledgeable about company's offerings
- Communicating with insurance companies and/or prior authorization requests
- Ensuring Customer satisfactioin and assisting them with issues/concerns related to their health.

Marketing Comunication Support at 910 Shoes, 13 March 2024 - Now



Job Description :

- Event Support; Assist in Coordinating logistic, materials, and on site execution for promotional events and exhibitions.
- Team Administration: organize meeting schedules, archive project documents, and process invoices or vendor payments.
- Vendor Coordination : Communicates with external parties such as printers, agencies, and creators for marketing materials.

