****

**CURRICULUM VITAE**

**DIMPLE PARKASH**

Home Address: Mobile 62 818-08-121230

Jl. ApartemenRajawali Mobile 62 838-960-56-923

MenaraEidelweiss Lt 2208 Selatan email : dimple12s@yahoo.co.uk

JlRajawali Selatan 1 No 1 B

JakartaPusat

**Job Experience**

* March 2012 – Date : Nanuka Digital Solutions
* Positions : Business Development Manager
* Responsibilities : - Presenting company`s products and services to clients.

 - Developing new business strategy with internal team based on clients requirements or suggestions.

 - Creating new ideas for possible projects.

- Creating ideas for backup marketing materials such as

 brochures, catalogs, webpages, etc.

* June 2010 – February 2012 : The Gift Shoppe
* Positions : Shop Manager
* Responsibilities : - Handling sales.

 - Handling petty cash.

 - Managing staff.

 - Promoting goods.

 - Providing after sales service

 - Handling customer complaints & suggestions.

 - Handling inventory.

* June 2009 – June 2010 : I Can Read
* Positions : Administrator
* Responsibilities : - Introducing course program to potential customers.

 - Follow up with the potential customers.

 - Handling customer complaints & suggestions.

 - Scheduling for children classes and teachers.

 - Handling financial report and petty cash.

 - Maintaining good relationships with parents.

* April 2007 – March 2009 : CV Visicom Surya Gemilang
* Positions : Secretary
* Responsibilities : - Follow up orders with foreign suppliers.

 - Assuring materials available for cinema.

 - Handling contracts.

 - Handling petty cash.

* April 2012 – date : Bank Swadesi
* Positions : Customer Service
* Responsibilities : - Assisting customers` requirements.

 - Opening & closing accounts.

 - Handling customer complaints & suggestions.

 - Coordinating with back office staff regarding banking

 matters.

**Educational Attainment**

2012 – Date

Student of Masters in Corporate Communication

STIKOM London School of Public Relations

2000 – 2004

Bachelor in Marketing Communication

STIKOM London School of Public Relations

High School:

Gandhi Memorial School, Jakarta

**Special Trainings:**

1998 – TILL DATE
FREELANCE TRANSLATOR
(Job description : Translate Hindi movies and Serials to Indonesian, Translate from English to Indonesian in form of scripts, thesis as well as reports, Translate from Indonesian to English in form of scripts, thesis as well as reports)

JUNE - AUGUST 2010
Voluntary helping Yayasan Sadhu Vaswani Centre during a major event
(Job description: assisting the main event organizers in producing materials for events)

November - December 2007
Voluntary helping Yayasan Sadhu Vaswani Centre during a major event
(Job description: assisting the main event organizers in producing materials for events)

APRIL 2005 – JUNE 2005
PARTIME JOB IN ASHCO IMPEX AS ADMISTRATIVE STAFF
(Job description: Handling orders and billings of toys from customers)

December 2004 – March 2005

Internship Program in PT Sepanjang Inti Surya Gemilang

**Skills:**

Computer skills : Microsoft Office, Photoshop

Driving Skills : I am a licensed driver

Languages spoken : Indonesian, English, Hindi.

Other skills : Presentation skills

 Translating Hindi movies since 1998

 Translating English documents to Indonesian

 Translating Indonesian documents to English

**Achievements:**

* International Certificate of LCCI in Business for English, Passed with Credit in 2002
* International Certificate of LCCI in Marketing, Passed with Credit in 2002
* International Certificate of Strategic Issue Management, Passed with Distinction in 2013

**Additional Information:**

**My vision in life as a professional:**

To become a successful person in business world and run my own chain of franchise.

**My immediate goal in life:**

Would like to gain more knowledge and achieve satisfaction in the ideas or goals which are achieved in the professional life.

**My strengths:**

Always willing to learn new things regardless it is coming from my seniors or juniors.

**My Hobbies:**

I enjoy watching movies, listening to music, travelling and playing sports.

**Personal Data:**

Date of Birth : 16 November 1983

Place of Birth : Jakarta

Civil Status : Indonesian