



Novi Erwani

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Work experience

PT. Mentari Indonesia

2011 — 2012

Online Marketing

- advertise the company services through out the internet facilities.
- Handle All Question from The future customers.
- Dealing with Price packages
- Response every email and texts from customers.

Hankook

2012 — 2013

Finance and accounting Officer

- maintain company bank account.
- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions

Goldex Telecom Limited

march 2013 — june 2014

Account Manager and Public Relation officer

- Assist the Controller in the daily banking requirements.
- Ensure the accurate and timely processing of positive pay transactions.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Generate sales for a portfolio of accounts and reach the company's sales target
- Interact and coordinate with the sales team and other staff members in other departments working on the same account
- Establish budgets with the client and company
- Meet time deadlines for accounts
- data entry
- financial administration

Niro Group

August 2014 — February 2015

Business analyst and Assistant of BOD

- arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or

- dictation at meetings or to provide general assistance during presentations;
- screening phone calls, enquiries and requests, and handling them when appropriate;
- meeting and greeting visitors at all levels of seniority;
- organising and maintaining diaries and making appointments;
- dealing with incoming email, faxes and post, often corresponding on behalf of the manager;
- carrying out background research and presenting findings;
- producing documents, briefing papers, reports and presentations;
- organising and attending meetings and ensuring the manager is well prepared for meetings;
- liaising with clients, suppliers and other staff.
- Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats
- analyse and reporting Sales performance monthly.
- analyse the company position in every aspect in the real market.

Bali & Jakarta kwikFind / PT Direct Media

March 2015 — present

Assistance manager

- producing documents, briefing papers, reports and presentations;
- Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget.
- Identify new opportunities within existing accounts to remain a client-account manager relationship by up-selling and cross-selling
- Manage and solve conflicts with clients
- working with Media designer team to create presentable marketing kit.
- make sure all the data base in digital media is up to date and base on real time.
- managing the production of media advertising (travel book, map, airport booth, magazine).
- maintenance client list data base.
- engaging with airport, government tourism board, tourism attraction facilities, hotel, restaurant, spa, and any other kind of good & services company.

Qualifications

- Proficient in the use of computers
- Proficient of English and Indonesian Language
- Basic of Korean and Chinese Language
- Skilled at working with people with diverse backgrounds
- Established good working relationships with customers/clients.
- Strong personal communications skills
- Self-motivated, initiative, maintains a high level of energy
- Problem analysis, use of judgment and ability to solve problems efficiently
- Work well under pressure as part of a team
- Well-groomed appearance
- Enthusiastic, dependable, self-motivated

Education

Undergraduate of Economic

August 2008 — September 2012

Institute Business dan Informatika Indonesia (IBII)

Runner up

2008

Economic Olympiad

runner up of the economic Olympiad competition from one of Indonesia Province.

Runner up

2007

Essay Writer

Runner up of Esaay writer for wold Global Warming day.

References

References available upon request.