

WIDYA RETNO PRATIWI



ABOUT ME

I am a bachelor degree of English Literature at Universitas Islam Sumatera Utara. I currently living in Jakarta alone by myself to work. Apart of working, I also a freelance tutor for a foreign students who interested in Bahasa Indonesian and English for business purposes. I have work experiences in Singaporean outsourcing and some of Korean companies which located in Jakarta and I'm looking for an opportunities to expand my skillset.

CONTACT

+62 812 1996 2442

mademoiselle.widya@gmail.com

Jl. Prof. DR. Latumenten III No.28,
RT.7/RW.5, Jelambar, Kec. Grogol
Petamburan, Jakarta Barat, 11460

EDUCATION

Bachelor of English Literature

Universitas Islam Sumatera Utara
Medan, North Sumatera
2014-2018
+ GPA : 3.40 of 4.00

SKILLS

- Creativity
- Communication
- Teamwork
- Drafting
- Budgeting and cost analysis
- Languages
- Negotiation
- Team leader

SOFTWARE SKILL

Microsoft Excel ██████████
Microsoft Words ██████████
Power Point ██████████

LANGUAGES

Indonesian ██████████
English ██████████
Korean ██████████

EXPERIENCES

Operations Executive

WorkElves, Pte Ltd. [TUTOROO]

February 2022 - June 2022

- Checking the availability of the tutors
- Reporting the income and the refund
- Checking the student and tutors' study progress
- Responding the feedback of the students

Finance Admin

PT. Kowins Blue

June 2022 - July 2023

- Prepare and manage the petty cash
- Making administrative and clerical tasks
- Making and process the invoice, quotation and salary for employers
- Preparing and editing letters, reports, memo and emails
- Arranging meeting, appointment, and executive travel
- Checking and reporting the income and outcome
- Report the company's tax such as PPn, PPh 21, PPh 25 and SPT
- Process the tax invoice by e-Tax apk
- Posting the general and the Korea embassy news in the website
- Preparing and submitting work permit of work for clients
- Receiving the calls and messages by vendors and clients
- Support and controlling the Grapic design of design department

Marketing Manager

PT. Photo Ism Indonesia [PHOTOISM]

July 2023 - April 2024

- Checking the offered price and negotiation from vendors and leasing teams, and survey the vacant locations which they offerered
- Arranging meeting, appointment, executive travel, and interpreter
- Making administrative, clerical tasks, and response emails and calls
- Making and process the payroll of invoices and salary for employers
- Prepare the content and collaboration for sales promotion purposes
- Support the interior design progress for franchises and direct store
- Checking and reporting the income and outcome
- Report the company's tax including; PPn, PPh 21, PPh 25 and SPT
- Searching and check the best location for the next of the direct store
- Supervise the development of the progress of interior fitting-out
- Preparing the employees working schedules
- Connecting the machine program to the headquarter's IT team
- Training the new employers to maintaining the machine which located at the new opening area
- Process the royalty share payment to the headquarter by remittance
- Handling new employee recruitment and evaluate the employee's working progress of each branches
- Report to the notary to update the every new opening area of the store
- Monitoring the shipment of goods from Korea until it arrives for processing at the Indonesian customs office

Private English / Bahasa Tutor

Mar 2020 - Present