

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

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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

SURAT KETERANGAN PENGALAMAN KERJA

No. 026/HRD/VIII/2023

Yang bertandatangan di bawah ini:

Nama : Didin Bahrudin
Jabatan : HRD Manager

Dengan ini menerangkan bahwa yang bersangkutan di bawah ini:

Nama : Widya Retno Pratiwi
Alamat : Jl. Prof. DR. Latumeten III No.28, RT.7/RW.5, Jelambar, Kec. Grogol petamburan,
Kota Jakarta Barat, DKI Jakarta 11460

Telah bekerja di PT. Kowins Blue Terhitung sejak 08 Juni 2022 sampai dengan 21 Juli 2023, Adapun jabatan terakhir saudara adalah sebagai **Finance Admin**.

Demikian surat paklaring ini kami buat agar dapat dipergunakan dengan semestinya. Atas perhatiannya, kami ucapkan terimakasih.

Jakarta, 05 Agustus 2023

PT. Kowins Blue



Didin Bahrudin

HRD Manager

EMPLOYMENT VERIFICATION LETTER

No. 026/HRD/VIII/2023

The undersigned below:

Name : Didin Bahrudin

Position : HRD Manager

Truthfully explained that :

Name : Widya Retno Pratiwi

Address : Jl. Prof. DR. Latumeten III No.28, RT.7/RW.5, Jelambar, Kec. Grogol petamburan,
Kota Jakarta Barat, DKI Jakarta 11460

This confirmation that **Ms. Widya Retno Pratiwi** has been employed by PT. Kowins Blue as a **Finance Admin** during period of Juny 8th 2022 to July 21th 2023.

We thank you for her service and we hope she will be successful in the future.

Jakarta, 05 Agustus 2023

PT. Kowins Blue

 KOWINS BLUE
Didin Bahrudin

HRD Manager

SURAT KETERANGAN PENGALAMAN KERJA

No. 001/HRD/IV/2024

Yang bertanda tangan dibawah ini:

Nama : **Kim Min Ki**

Jabatan : **Direktur**

Menerangkan dengan sesungguhnya bahwa yang bersangkutan di bawah ini :

Nama : **Widya Retno Pratiwi**

Jabatan : **Marketing Manager**

Alamat : Dusun Cempaka Rt/Rw 000/000, Kel. Benua Raja, Kec. Rantau, Aceh Tamiang

Benar telah bekerja pada perusahaan yang kami pimpin terhitung sejak 25 Juli 2023 sampai dengan 24 April 2024, dengan jabatan terakhir **Marketing Manager**.

Selama menjadi karyawan kami, Saudara **Widya Retno Pratiwi** telah menunjukkan dedikasi dan loyalitas yang tinggi terhadap perusahaan dan tidak melakukan hal-hal yang merugikan perusahaan.

Kami berterima kasih dan berharap semoga yang bersangkutan dapat lebih sukses dimasa yang akan datang.

Demikian surat keterangan ini dibuat agar dapat digunakan sebagaimana mestinya.

Jakarta, 25 April 2024




Kim Min Ki

EMPLOYMENT VERIFICATION LETTER

No. 001/HRD/IV/2024

The undersigned below:

Name : **Kim Min Ki**

Position : **Direktur**

Truthfully explained that :

Name : **Widya Retno Pratiwi**

Position : **Marketing Manager**

Address : Dusun Cempaka Rt/Rw 000/000, Kel. Benua Raja, Kec. Rantau, Aceh Tamiang

This confirmation that **Ms. Widya Retno Pratiwi** has been employed by PT. Photo Ism Indonesia as a Manager Marketing during period of July 25th 2023 to April 24th 2024.

Ms. Widya Retno Pratiwi fulfilled her task to our satisfaction. She has shown dedication and loyalty to the company and she has not do things to the detriment of the company.

We thank you for her service and we hope she will be successful in the future.

Jakarta, 25 April 2024



Kim Min Ki