Name : Nindar Tresnowati Ningrum

Current Address : 128, Pham Cong Tru Street , Thanh My Loi Ward , District 2

Email : nindar\_tresno@yahoo.com

Skype ID : nindar\_tresno@yahoo.com

Mobile Phone : +841252566813

# Education

B.A. Economics, Trisakti University. Focusing on Business and Administration, Operational Management, Finance and General Accounting.

# Experience

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| --- | --- | --- |
| * **Surveyor at PT. Nielsen Company Indonesia**

Customer direct interview and inquiry on field. Inquiry customers based on questions made by company. Grades the customer satisfaction and report the result to company.  |  | July – December 2008 |
| * **Call Center at PT. Eka Boga Inti (Hoka Hoka Bento)**

Receiving phone call from customers and process order request for delivery or take away in Japanese fast food restaurant. Inbound marketing to introduce the newest promotion and new product for customers. Receive and solving the problem complained by customers.  |  | September – December 2011 |
| * **Document Controller and Administrative Support at PT. Euroseat Indah**

Create documentation related to construction process mainly focus on SITAC, CME, TI / TX documentations. Make a daily report for the newest work update and condition on the field to our company and customer. Assist the finance staff to make an invoice and taxing documents. Create a presentation data for project meeting. Correspondence all the incoming phone and email.**Project** : **PT. Hutchison CP Telecommunication (HCPT) Mega TK Project** Site Acquisition for New Field Report (West Java).Site Acquisition for Tower Sharing Report (West Java).Tower Company Monitoring Report (West Java). |  | January – December 2012 |
| * **Project Coordinator at PT. Euroseat Indah**

Coordinate with our customer regarding the project regulation and amendment before the project started and implemented on the field .Arrange the teams and completed the work based on the schedule given in amandment. Coordinate with our field team to update the construction progress and report to our customer.Collect the construction database and pictures and give the data to our document controller.Support project manager to solve problem in the fields. Collect documentation progress and report to financing department.**Project :** **PT. Hutchison CP Telecommunication (HCPT) Mega TK Project** CME Installation on New Site (West Java).CME Collocation Tower (West Java)**Axis Project Central Java**TE – TX Installation Project (Central Java) |  | January – December 2013 |
| * **Finance and Administration Manager at PT. IndojayaTyoMandiri**

Monitor all the product delivery process and documentations. Coordinate and update the newest product our customer Make a quotation letter. Monitor the incoming Purchase Order. Monitor the outbound Purchase Order to Supplier.Create sales report daily and monthly. Make an Invoice and Taxing documentations.Monitor all invoice documentation delivered to our customer. Collect receipt of invoice from our customers. Reminder and inform customer regarding payment process. Collect all cheque ,giro , cash from customer. Collect bank checking account every day. Make a finance report every month. Make a payroll document and report weekly and monthly. Correspondences all the incoming phone an email. Monitor all invoice documents from supplier. Create budget for supplier invoice payment every month. Assist Director for travel arrangement, exhibition schedule, etc. Assist Director for research newest product and new overseas supplier. |  | December 2013 – September 2015 |
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| * **English Teacher in NGO SOLS 24/7 , Cambodia**

Teaching English Language at NGO in Sihanouk Ville, one of the Cambodia Province.  |  | **November – December 2015** |

# Professional Development

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| * Completed English Language Course at Advance Level in English First Institution, Jakarta
 |  | 2008 - 2010 |
| * Completed Japanese Language Course at Basic Level in Evergreen Institution, Jakarta
 |  | 2008 |
| * Participated in Management Seminar about Virtual Company with Internet Marketing in Trisakti University , Jakarta
 |  | 6 June 2008 |
| * Participated in Service Quality Management Seminar in Trisakti University, Jakarta
 |  | 16 April 2009 |
| * Participated in the Billionaire Mindset Seminar at Biomagworld Company Office , Jakarta
 |  | 20 March 2011 |
| * Statement of Accomplishment for completed the coursera online course Growth to Greatness : Smart Growth for Private Business Part 1 with Grade achieved 73.3 %.
 |  | 11 March 2013 |
| * Completed International Exam Preparation Course for English in English First Institution, Jakarta
 |  | 25 March 2013 |

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| Current Salaries | Expected Salaries |
| USD 800 | USD 1300 |