

FANSURY NINGMAS

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Perum Papan Mas Blok G. 23 No. 9
RT/RW 01/07, Kel. Setia Mekar, Kec.
Tambun Selatan, Kab. Bekasi



Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



Experience

PT. Advantage SCM

April 2018 - Maret 2021

General Affair

Procurement of all equipment and work needs including office stationery, desks, chairs, laptops, computers, air conditioners, room accessories or decorations, and so on.

Fostering good relationships with suppliers of goods or services. This includes making work contracts, ensuring timely payments, and making complaints on behalf of the company if needed, such as :

1. Vehicle procurement
2. Procurement of money storage bags or tapes
3. Car maintenance which includes KIR and renewing the vehicle registration.

Prepare periodic reports for budget meetings, financial reports on assets and office expenses so that the company can assess the effectiveness of internal investments.

PT. Trimitra Sejahtera Mobilindo

Feb 2017 - Mei 2017

Sales marketing

Promoting and selling automotive products through various marketing media. Providing consultation on suitable automotive products to clients.

Serving consumers who visit the exhibition room (showroom).

PT. Dharmapena Group

Maret 2016 - Januari 2017

Coordinator Admin Social media

Writing social media sites, write blogs, articles and respond to social media posts and growing discussions.

Check online customer feedback about the company

Look for interesting posts, news and articles to attract site visitors.

Oversee competitions and campaigns that promote the company.

Take part in conferences and discussions that are relevant to the industry or company

Promote the use of social media in the company.

Develop a strategy to increase your audience.

Use social media tools like Hootsuite, TweetDeck or Buffer to manage multiple sites at once.

Using a web tracking tool like Google Analytics, Social Reports or Bitly



Education

University of Jakarta

2015

Master of arts Of Indonesia

3.01

● **SMA As-Syafiiyah**

2008

Senior high school Social sciences

Good

● **Al-Hamidiyyah, Depok**

2002

Junior High School



Skills

● Microsoft Word, excell.

● Interpersonal skill

● Honesty

● Accuracy

● lobby and negotiation techniques

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