



## PROFILE

*I'm a competent professional with experience in various core of business with can-do attitude. Quickly learn new skill, adaptable person with ability to interact with team-member, clients and stakeholder.*

## SKILLS

*Communication, Analysis & Assessment, Decision Making, Time Management, Delegation, Teamwork, Problem Solving Skill, Leadership, Selling & Negotiation, Finance, Human Resources, Presentation, Internal & External Communication & Content Writing.*

## PROFESSIONAL EXPERIENCE

**2018, Jan – Present**

**Operations Manager of Medigo Indonesia (medigo.id) – Direct Report to COO, CFO & CEO**

**Manage Health-Tech Start up Company's Operations Activities and build Culture to function.**

**Responsibilities :**

- As the Point Person for Company's Activities & Culture
- Manage Internal Communication and Staff Relation
- HR's Partner to maintain Office Procedure & Employment
- Orientation and Training for New Employee
- Coach, Mentor and Discipline Office Staff
- General Administration and Correspondence
- Manage Payroll, Billing, Supplies and Errands on-time
- Manage Office Efficiency
- Procurement and Vendor Management
- Manage Contract, Agreement and Price Negotiation
- Monitor and Maintain Office Equipment & Supplies
- Lead Event Management for Company's Activities and Ceremony
- Evaluate and Manage Staff Performance

*In two years, I have succeed creates a warm and comfortable working environment and now entering the third years and still in collaboration with Co Founders to build a superb Walking Culture for Medigo's Team.*

**Project : Press Conference for Klinik Pintar IDI**

Klinik Pintar IDI is a project that Medigo build from October 2019. I accomplished arranging a Press Conference, less than seven days preparation with perfect result and achieved great coverage.

**2016, April – 2018, Jan**

**Account Management & Office Manager of Flipbox - Direct Report to COO**

**Managing Account for IT Start-up Company specialize in Mobile Application & Website Development.**

**Responsibilities :**

- Build and Maintain Relationship with Clients
- Present & Upselling Product
- Time & Deliverables Management
- Cost Estimating & Develop Budget
- Ensuring Client's Satisfaction
- Manage Report & Project's Documentation
- Organizing Office's Procedures, Policies & Schedule
- Main Person for Billing, Supplies, Equipment & Errands
- Vendor & Landlord Management
- Manage Contracts, Agreement and Negotiation
- Correspondence & General Filling System
- Manage Internal Staff's Communication & Safe Working Environment

**Project Website & Mobile Application :**

- Panorama Hotel (Website - 2016),
- RUMA (Web App – 2016)
- Kementerian Keuangan (E-Majalah Keuangan – 2016)
- Trakindo (PSCS Sales Mobile & Web App 2016 - 2018)
- OLX (Website & Revamp 2017 - 2018)
- Pegipegi.com (Mobile App Revamp Android 2017 - 2018)
- Pegipegi.com (Mobile and WebApp iOS 2018)
- Dompet Dhuafa (Website Revamp 2017 – 2018)
- Elevenia (Website Revamp 2018)

**2015, March – 2016, April**

**Freelance Writer & Makeup Artist**

**As a freelance writer for Catfood Product (Nestle – Purina), Beauty (Advertorial Dove, Forex Blog And Makeup Artist for Engagement & Graduation**

## PROFESSIONAL EXPERIENCE

2013, Apr – 2015 March

Business Development of Inke Maris & Associates PR Consultant – Direct Report to CEO

Providing full energy for Business Development and Procurement Division.

Responsibilities :

- As a Lead Communication for New Inquiries from Prospective Clients
- Actively introduce IM&A Company Profile to Prospective Clients
- Brainstorming with Creative Team and Client with Commercial Proposal as the Target Result
- Calculate PR Budget for Event & Consultation
- Manage Price Quotation and Negotiation with Client
- Create Event Budget Details and Realization Costs to Finance
- Handle Bidding Process (Government/Ministry Pitch Project) : Registration, Aanwijzing Process, Submission - End
- Manage Contract for Mutual Agreement for Retainer Client
- Develop Price Quotation for AdHoc Project
- Create Client Sales Order & Vendor Purchase Order by Zahir System
- Actively Monitor Account Receivable & Quarterly Reconciliate with Finance Division

Project :

PR Consultant : PT Bank Central Asia, Pfizer, Nutrifood, Zespri Kiwifruit, Delami Brands (Wrangler, Tira), Commonwealth Bank, Anlene Campaign, B Braun Medical, Adira Finance, Lembaga Penjamin Simpanan, Kementerian Pariwisata dan Ekonomi Kreatif

2012, Sept – 2013, Apr

Corporate Communication of B Braun – Direct Report to Corporate Communication Manager

As a Corporate Communication & Event Management

Responsibilities :

- **Corporate Event** : booth design and production / installment, floor manager, handle supplies of Company's merchandise, product to be displayed at booth, F&B for event, with basically the A-Z for Event's matters.
- **Production of Corporate Magazine** and this is include pagination settings, dummy creative layout, compile all article from staff and management, writing article, editor and photographer. Distribution of Corporate Magazine to each branch and hospital.
- **Sponsorship request** from client
- **Product advertisement** design supervision and publish schedule

Special Project :

Corporate Magazine Revamp Project starting : Layout, Pagination, Editing & Style of Writing

2010, Nov – April 2012

Client Service of Femina Group – Direct Report to Client Service Manager

Advertorial is one of the service that Femina Group offered to Clients and in order to fulfilled what Client's want, we have to pay full attention to the production of each advertorial.

As a client service, I responsible to :

- Arrange Visit to Client for Advertorial Proposal
- Actively maintain business relationship with existing and past client (visit, event invitation, luncheon)
- Arrange brainstorm meeting with Client and Internal Team of Femina for Ideas.
- Create Timeline and Details Budget for Advertorial
- Brief Internal Team for Photoshoot, Brand Guideline, Key Message
- Supervise Photoshoot or Image Screening
- Support Client's Event
- Daily communicate with Client for Project Update (Advertorial, Booklet, Mini Magazine etc)
- Manage revision and smoothly communicate all feedback from Client to Internal Team
- Quality Control for Image, Advertorial and Printing

Challenged myself to requested special project for Nestle and dare to scratch my limit to work for my client in every flank that Nestle will need my qualification. I gained their trust to handle their competition and big event project, and it worked very well.

## PROFESSIONAL EXPERIENCE

2010, Jan – 2010, Nov

Secretary & HR GA of Bank Mega – Direct Report to Branch Manager

Assigned at Sub Branch Menara Batavia with three role of tasks :

### Secretary & General Affair

- Executive Assistant for Branch Manager for (Meeting Schedule, Customer Visits)
- Main Point for Correspondence (Incoming & Outgoing )
- Person in Charge to distribute and socialize Memo and New Procedure from Head Office
- Efficiently manage Office Supplies and Equipment
- Manage Billing and Vendor Agreement
- Travel Arrangement for All Staff (Ticketing, Accommodation, Disbursement & Settlement)
- Prepare Yearly Budget for Procurement
- Proactively communicate with Building Management, Vendor and Supporting Staff for Branch's Safe Environment
- Supervise Cleaning Staff & Security Team for a Mandatory Cleanliness & Safety

### Human Resources :

- Lead Recruitment Process for Branch Staff (Customer Service, Teller, Marketing & Supporting Employee)
- Conduct Pre-Assessment (Phone Call Interview, Screening Primary Documentation & Submit Pre Assessment Result to Users)
- Lead Training & Basic Knowledge about Bank Mega to New Employee
- Process Employment Step : Offering Letter, Letter of Assignment, Contract, Promotion, Demotion or Termination
- Submit Employee's Overtime Work Charge
- Submit Daily Attendance to Head Office
- Manage Payroll for Supporting Employee (Drivers, Office Boy, Security Team & Freelance)
- Manage Employee's Health Reimbursement (General Health, Dental & Medical Check Up)

2009, Jan – 2009, Dec

Jr. Finance & Accounting Staff of PT Foech Sutra Bhakti, Direct Report to F&A Manager

Working as a Junior Finance Staff with Responsibilities :

- Manage Petty Cash
- Arrange Office Supplies
- Prepare and Submit Weekly and Monthly Cashflow Report
- Manage Crew's Cash Advance & Documentation
- Manage Travel Arrangement for Executive Level
- Manage Employee's Reimbursement

## EDUCATION & TRAINING

2004 – 2008 Universitas Persada Indonesia Y.A.I [Bachelor Degree in Economics – Accountancy (GPA 3.38 of 4.00)]

2008 Training Accurate Accounting System

2010 Secretarial & Office Management Training by PT. Bank Mega, Tbk

2010 Human Resource Training : How to Conduct Recruitment Process by PT. Bank Mega, Tbk HR Division

2011 Selling, Marketing & Presentation Skill Training & Coaching by Femina Group

2012 English for Business Training by Femina Group

## EDUCATION & TRAINING

2012	Communication & Negotiation Skill Training by Femina Group
2013	Public Speaking Training by Tiya Diran (Sr. News Caster)
2014	Media Buying & Strategy Training by Sophan Andriyan (Inke Maris & Associates)
2015	Crisis Communication Learning by Inke Maris & Associates
2016	Zahir System Course



## REFERENCES

### Putri Kerstiawati

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### Linda Dwiyanti

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## ABOUT

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Status : Married  
Language : Bahasa (MT) & English (Adv)  
Able for Business Travel : Yes  
Available to Join : One Month Notice  
Resume Updated : April 2020

Regards,

Olla Renilda  
*Stay Healthy, Stay Safe!*