

ADILA JELITA PUTRI

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EXECUTIVE SUMMARY

Informatics Management Student with professional experience in the field of account management. Possess hands-on experience in administration, data management, database management, data analysis, market and trend analysis, record keeping, information presentation, and customer service. Furthermore, possess strong interpersonal skills such as communication, and teamwork. Currently looking to continue the development of administration, data management, and data analysis skills in a professional environment.

EDUCATION

Politeknik Negeri Jember

2022 – Present

- Associate's Degree in Informatics Management
- Major: Information Technology | GPA: 3.57 / 4.00

WORKING EXPERIENCES

Account Officer, PT. Permodalan Nasional Madani (PNM)

Mar 2022 - Apr 2022

- Successfully identified and secured new customers, employing strategic approaches to expand the client base and meet business targets.
- Conducted thorough analyses of potential customers, assessing their financial viability and compatibility with the organization's services.
- Established and maintained strong relationships with existing customers, ensuring high levels of customer satisfaction and loyalty.
- Implemented initiatives to enhance the quality of financing, employing financial analysis and risk management strategies to optimize the portfolio.
- Conducted market research to identify trends, opportunities, and potential challenges, providing valuable insights for informed decision-making.

Sales Promotion, Mojang Bag Store – BTM Mall

Dec 2019 – Jan 2020

- Actively sought out and identified potential customers, utilizing various approaches and strategies to expand the customer base.
- Provided exceptional customer service, addressing inquiries, assisting with product selection, and ensuring a positive overall shopping experience.
- Implemented promotional activities to boost product visibility, attract customers, and drive sales, such as product displays, discounts, and special offers.
- Successfully met and exceeded sales targets through proactive customer engagement, effective product promotion, and persuasive selling techniques.
- Effectively presented and promoted products to customers, highlighting key features and benefits to drive interest and sales.

SKILLS

Language: Bahasa Indonesia (Native), English (Intermediate)

Software: Microsoft Office, MYSQL, HTML, Power BI, PHP

Others: Administration, Data Management, Database Management, Data Analysis, Market and Trend Analysis, Record Keeping, Information Presentation, Customer Service, Account Management