



KEZIA INTAN LESTARI

CONTACT

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Pendidikan/Education:

- Trisakti Institute of Tourism, Jakarta, Indonesia
Jl. IKPN Bintaro Tanah Kusir No. 1 RT.4/RW.10, Bintaro, Pesanggrahan, Jakarta Selatan 12330 (Bachelor, 2012)
- Christian High School Kalam Kudus II
Jl. Angsana Utama II Blok F6 No.1, RT.3/RW.9, Duri Kosambi, Cengkareng, Jakarta Barat 11750
- SMP YSKI Semarang
Jl. Sidodadi Timur No. 23, Semarang, Jawa Tengah 50232
- Christian Elementary School 3 YSKI
Jl. Tanjung No. 14, Semarang

Pengalaman Kerja/Work Experience:

- Sales at Aston at Kuningan Suites (till August 06, 2015)
Manage key accounts, negotiated contracts, and closed deals
Prospect new clients and developed relationships with decision makers
Developed and executed strategic sales plans to achieve company goals
Expand market share
- General Manager's Secretary at Mercure Jakarta Sabang (26 August, 2016)
Support the General Manager with calendar management, scheduling meetings and coordinating travel arrangements
Managed correspondence, emails and phone calls on behalf the General Manager, ensuring timely responses
Prepared reports, presentations and agendas for executive meetings
- Secretary and Supervisor General Affair at PT. Jembo Cable Company Tbk (29 Agustus 2016- 06 September 2019)
Supervised a team of administrative staff responsible for general affairs, including office management, facility maintenance and procurement. Handle general office administrative tasks, including maintaining records, scheduling meetings and preparing meeting agendas.

Keterampilan/Skills:

- Analytical skills and time management
- Good communication and leadership skills
- Proficient in Microsoft office (Microsoft word, power point, excel)
- Ability to maintain confidentially and handle sensitive information