

Hello

I'm SITTHA INDIKA MANGGIVERA

Pancoran, Jakarta - Selatan

085771734935

verasittha@gmail.com

Skills

Microsoft word, microsoft powerpoint, microsoft excel, social media, and photography

Experience

PT. Bank Mega, Tbk - Digital Customer Service Specialist

- Opening a saving accounts through video banking services
- Provide information to prospective customers
- Answer questions on Bank Mega social media accounts
- Social media reports for checking are answered correctly and on time

PT. Dream Bahagia Indonesia - Account Executive, Freelance

- Manage sales goals and also finding and identify new opportunities to prospect and leads
- Collect and interpret data on consumers, competitors, and market to be consolidated into actionable items
- Responds to complains and resolve issues to ensure client's campaign success and satisfaction

PT. Gudang Ide Kreasindo - Admin Legal, Freelance

- Responsible for managing company documents related to cooperation agreements and legal contact
- Create and review agreement letters along with monitoring their validation
- Perform clerical duties in general, but not limited to photocopying, correspondence and filling out document

Education

Trisakti University, Faculty of Law - Bachelor's Degree

- GPA : 2.93

Awards

- Member of organizational development research bureau BEM FH TRISAKTI
- The committee in student management leadership training activities in Trisakti University
- The activities of management leadership training law students in Trisakti

- Panel discussion “Strategy of Legal Protection of The Business World, Especially Koperasi and UMKM in Facing The Asean Economic Community”
- Seminar developmental changes in the statute books in the Indonesian criminal procedure law
- Interactive dialogue on legal enforcement of drug abuse
- Having PKPA license
- Pekan komunikasi race
- LO obstacle run Nu Green Tea

