



# DINI WURYANTI

## Virtual Assistant



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## EDUCATION

**Bachelor Degree**  
**University of Indonesia**  
1987 – 1993

## EXPERTISE

- Communication Skills
- Negotiation
- Customer Service Management
- Project Management
- Problem Solving
- Video Editing
- Business Analysis
- Tim Management

## LANGUAGE

- English
- Bahasa

## INTEREST

- Travelling
- Singing

## PROFILE

I have been involved in the world of marketing and projects for more than 20 years. I like socializing, build good relationships with clients, like learning new things, can work with a team. I'm a simple person.

## WORK EXPERIENCE

**KALIKA Group**  
Business Manager

**2008 – 2024**

Main business: Outsourcing, Developer content e-Learning, System Information.

Responsible for business expansion of Kalika utilizing the competency and experience of Kalika and covering all development and delivery activities. Responsible to develop the market, as well as to develop new business for Kalika.

Some of customers:

- Outsourcing at NEC, Unilever Indonesia, BTPN
- Content e-Learning development for: Diklat Pajak, Perpusnas RI, Taspen, Smart Multi Finance, PT. Bukit Asam, PT. ADW, PT. Telkom, PLN, Bank Victoria, BRI, Omega Performance, World Bank, LKPP, Maybank, Sinar Mas Land.

**PT. MITRA SENTRA BISNIS**  
Office Manager

**2007 – 2008**

Main business: Rental Virtual Office & Service Office

- Responsible for the sales & monthly report, monitoring the outstanding from tenant, prepare billing telephone monthly, prepare agreement for tenants, responsible for the activity at the office including, the promotion to find the new tenants.

**PT. INDOPROM INDONESIA****2002 – 2007**

Subscription Administration Manager

Main business: Distributor of Foreign Magazine  
Monitoring payment process from subscriber, report the subscription detail to Publisher, claimed the subscription expenses to Publisher, issuing Statement of Account for all Publisher at abroad, invoice and tax, prepare monthly report for total existing subscription.

**Yachiyo Engineering Consultant****April 2001 – October 2001**

Secretary Director

Main business: Consultant Engineering for Countermeasures  
Merapi Mountain

- Preparing Agreement concept for relation instance
- Reporting to YEC at Japan (monthly and quarterly) about activity of Mt Merapi Yogyakarta
- Preparing Workshop Program for relation institute about progress of Mt Merapi Yogyakarta

**PT. ABDI BARA BAJA****January 1999 – December 1999**

Marketing Executive

Main business: Supplier for Oil Company

- Collect Bidding information from Oil Company
- Preparing document administration for Bidding
- Follow up project and monitoring project payment up to finished.

**PT Basuki Adyagraha Niaga****1997 – 1998**

Marketing Executive

Main business: Fabricator Tank for Oil Company

- Collect Bidding information from Oil Company
- Preparing document administration for Bidding
- Follow up project and monitoring project payment up to finished.

**PT Arthaguna Sarana Pratama****1994 – 1997**

Marketing Executive

Main business: Developer Semanggi Apartement

- Increased sales up to 9 Billion
- Handling complaint from Customer

**NON FORMAL EDUCATION**

- John Robert Power (Manner Course) Jakarta 1982
- Santa Lusía (Computer Course) Jakarta 1988
- PPM Manajemen (Human Resources Management) Jakarta 2010