



Rivaldi Dwi Putra

081387116201

rivaldidwiputrarizal@gmail.com

Jl. A Karang Anyar No.3,RT.7/RW.6,
Karang Anyar, Sawah Besar, Central
Jakarta City, Jakarta 10740

Nationality: Indonesia

Birthday: Sept 02 1999

Linkedin: linkedin.com/in/
rivaldidwiputra

Skill

Customer Relationship Management (CRM)	<div><div></div><div></div><div></div><div></div><div></div></div>
Google Sheets	<div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Office	<div><div></div><div></div><div></div><div></div><div></div></div>
Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Leadership	<div><div></div><div></div><div></div><div></div><div></div></div>
Pivot Tables	<div><div></div><div></div><div></div><div></div><div></div></div>
Analytical Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
AI Prompt Engineer	<div><div></div><div></div><div></div><div></div><div></div></div>

Work Experience

PT. Erajaya Swasembada, Tbk.

10/2019 - 11/2024

Sales Assistant

- Greet and assist customers in a friendly and professional manner.
- Provide product information and recommendations based on customer needs.
- Handle customer inquiries and resolve complaints.

Exhibition

- Plan, coordinate, and execute events/ exhibitions from start to finish.
- Coordinate booth setup, design, and teardown.
- Prepare event reports and post-event evaluations.

PT.Technocranes Indonesia

02/2018 - 08/2018

Sales Specialist

- Conduct product presentations and provide technical consultations to clients.
- Build and maintain strong relationships with clients, ensuring high customer satisfaction and after-sales support.
- Prepare sales reports and achieve individual and team sales targets.

PT. MAHKOTA SENTOSA UTAMA

06/2017 - 11/2017

Sales Executive

- Actively promote apartment units to individual buyers and investors.
- Understand client needs and recommend suitable units based on preferences and budget.
- Coordinate with marketing teams to execute campaigns and events.

Education

Natural Sciences

05/2014 - 05/2017

Bina Pendidikan

8,5

Language

Indonesia

English