



## Alexander Febistian

Operational Director (3 years 8 months)  
PT. Blockchain Zoo Indonesia

(+62) 83114522011 | throwyourmail@gmail.com | IDR 8,000,000 | Badung, Bali

## Experience

---

14 years of total experience

Aug 2017 - Present  
(3 years 8 months)

### Operational Director

PT. Blockchain Zoo Indonesia | Bali, Indonesia

Industry	Science & Technology
Specialization	IT/Computer - Software
Role	Management
Position Level	CEO / GM / Director / Senior Manager
Monthly Salary	IDR 13,000,000

Ensuring financial targets and other agreed targets are met in all departments  
Reviewing working practices to ascertain if it is successful and if not, devise an alternative  
Making sure safety regulations are followed  
Keeping employees motivated and organising appropriate training  
Ensuring the business operates within the company's mission statement  
Investigating customer satisfaction and reporting any issues  
Working with department heads and senior management to get the best performance from staff  
Driving the business to increase profits  
Working with legal departments on any matters that occur  
Reviewing and approving equipment needs

Oct 2014 - Present  
(6 years 6 months)

### Personal Assistant

PT Omnia Media | Bali, Indonesia

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	Secretarial/Executive & Personal Assistant
Role	Secretary/Personal Assistant
Position Level	CEO / GM / Director / Senior Manager
Monthly Salary	IDR 10,000,000

- devising and maintaining office systems, including data management and filing;
- arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;
- screening phone calls, enquiries and requests, and handling them when appropriate;
- meeting and greeting visitors at all levels of seniority;
- organising and maintaining diaries and making appointments;
- dealing with incoming email, and post, often corresponding on behalf of the manager;
- carrying out background research and presenting findings;
- producing documents, briefing papers, reports and presentations;
- organising and attending meetings and ensuring the manager is well prepared for meetings;
- liaising with clients, suppliers and other staff;
- carrying out specific projects and research;
- responsibility for accounts and budgets;
- taking on some of the manager's responsibilities and working more closely with management;
- deputising for the manager, making decisions and delegating work to others in the manager's

absence;  
- being involved in decision-making processes.

Jun 2014 - Present  
(6 years 10 months)

**Graphic Designer - Visual Statistician**  
Directive Communication International | Bali, Indonesia

Industry	Consulting (Business & Management)
Specialization	Arts/Creative/Graphics Design
Role	Graphics Designer
Position Level	Manager / Assistant Manager
Monthly Salary	IDR 5,000,000

Create Infographic to Support Company Marketing Strategy  
Create Company Advertisement to be put in magazine, website and any other media  
Adjust/arrange company monthly in-house magazine  
Create any design that needed in order to support company Marketing Department  
Do some any other role that might needed

Mar 2013 - May 2014  
(1 year 3 months)

**Database, Book Production and SMO Manager**  
PT. Direct Media - Bali | Bali, Indonesia

Industry	Advertising / Marketing / Promotion / PR
Specialization	Advertising/Media Planning
Role	Supervisor/Team Lead
Position Level	Manager / Assistant Manager
Monthly Salary	IDR 4,500,000

1. Supervising and Controlling Database Flow (update, input, repair and verifying)
2. Supervising and pushing call center team to verifying and calling to book a meeting with prospective company to make a final deal.
3. Daily updating and maintaining company website, facebook and twitter account.
4. Coordinate with Client Account Manager to generate list for Client Book Coordinator and Sales Executive.
5. Reporting all activity from Database Department to the Director and Jakarta Head Office Coordinator.
6. Managing directory content to meet the printing requirement.
7. Act as Bali Operational Office Manager and General Affair Coordinator

Nov 2012 - Feb 2013  
(4 months)

**Administrative Assistant**  
Rainforest Alliance Asia-Pacific

Industry	Non-Profit Organisation / Social Services / NGO
Specialization	Finance and Management
Role	Others
Position Level	Supervisor / Coordinator
Monthly Salary	IDR 3,000,000

Provide full day reception and phone coverage, welcome visitors, and manage couriers and deliveries;  
Maintain and update employee telephone lists;  
Work with vendors to request product quotes and order supplies as needed for the Bali office;  
Maintain the smooth running of all office equipment and arrange for technical support if needed;  
Post outgoing mail, sort and distribute incoming mail, faxes and packages upon receipt;  
Responsible for the mailing and shipping of all outbound packages;  
Coordinate printing of marketing materials and distribution of business cards;  
Assist Office Coordinator with organizing schedules for security/housekeeping staff;

Assistant Accounting department with banking transactions, tax reporting, and payment of regular office expenses (water, phone, electricity);

Assist in the coordination of staff events, trips, workshops and meetings; process their respective invoices;

Provide general staff support; and

Other duties as assigned

Nov 2011 - Sep 2012  
(11 months)

### **Quality Assurance Inspector**

PT.Riau Sakti United Plantations - Industry

Industry	Food & Beverage / Catering / Restaurant
Specialization	Food Technology/Nutritionist
Role	Quality Control/Assurance
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 2,000,000

Do a regular or daily inspection to a product start from beginning till the end of production process chain (raw material-processing-packing-labelling-shipping), and after that fill the form based on standard that achieved by the company and reporting it to the Head of Section that directly being leader of me.

Aug 2011 - Oct 2011  
(3 months)

### **Graphic Designer**

Supa Print

Industry	Advertising / Marketing / Promotion / PR
Specialization	Advertising/Media Planning
Role	Creative
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 1,800,000

Designing All Material That Customer may ask

Giving best advice to the customer needed

Finding best solution for printing that customer ask

Oct 2010 - May 2011  
(8 months)

### **Operator**

Green Internet Cafe

Industry	Computer / Information Technology (Software)
Specialization	IT/Computer - Software
Role	Supervisor/Team Lead
Position Level	Supervisor / Coordinator
Monthly Salary	IDR 1,500,000

Graphic Designer

Team Leader

Supervise Daily Worker

Selling Report

Stock Control

Technician

Customer Handling

Jan 2010 - Aug 2010  
(8 months)

### **Public Relation Staff**

Indonesian Heritage Trust

Industry	Non-Profit Organisation / Social Services / NGO
Specialization	Public Relations/Communications
Role	Public Relations

Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 1,500,000

Jam Gadang Rehabilitation(press release, designing promotional needed)  
Photographer on every event since join this company  
Web maintenance

Apr 2009 - Dec 2009  
(9 months)

## **Public Relation Staff**

**MIKA Foundation**

Industry	Education
Specialization	Public Relations/Communications
Role	Public Relations
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 1,350,000

Graphic designer  
photographer  
event organizing  
web maintenance  
computer technician  
journalist  
distributing newsletter  
design the company profile and promotional material

Jun 2008 - Mar 2009  
(10 months)

## **Area Representatives**

**P.T.Bakrie Telecom, Tbk. Jember**

Industry	Telecommunication
Specialization	Sales - Corporate
Role	Regional Sales
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 1,150,000

Maintenance outlets, dealers and end users  
Presenting company profile and product knowledge  
Distribute company product  
Organizing gathering for outlets and dealers  
Sell the product

Feb 2008 - Apr 2008  
(3 months)

## **Cashier and Sales Counter**

**Megadata Internusa(Fast and Cheap)**

Industry	Computer / Information Technology (Hardware)
Specialization	Sales - Engineering/Technical/IT
Role	Sales Executive/Account Manager
Position Level	Fresh Grad / Less than 1 year experience
Monthly Salary	IDR 1,000,000

Daily, weekly and monthly stock opname on store  
Customer handling complain  
Presenting product knowledge  
Sent product to customer home

Oct 2007 - Dec 2007  
(3 months)

## **Administration Staff**

**SUSAN Bakery**

Industry	Food & Beverage / Catering / Restaurant
----------	---

Specialization	Clerical/Administrative Support
Role	Data Entry Personnel
Position Level	Fresh Grad / Less than 1 year experience
Monthly Salary	IDR 500,000

Enter daily sales achievement or data  
MAintenance company database(warehouse, sales, manufacture/production)

## Education

---

2011	<b>Institut Tehnologi 10 november (ITS)</b> Bachelor's Degree in Computer Science/Information Technology   Indonesia  Major Database Programming
2004	<b>SMUK Saint Paul Jember</b> SMU in Art/Design/Creative Multimedia   Indonesia

## Skills

---

Advanced	Managerial, Directing
Intermediate	Graphic Design, Event Organizing, Photography

## Languages

---

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Indonesia (Primary)	9	9
English	9	8

Jobstreet English Language Assessment (JELA)  
Date Taken 3 Jan 2021  
Score 36/40

## Additional Info

---

Expected Salary	IDR 8,000,000
Preferred Work Location	Bali, Jawa Timur, Jakarta Raya

## About Me

---

Gender	Male
Age	35 years
Telephone Number	(+62) 0-081338884495
Address	Jalan Raya Mawang, Lod Tunduh, Ubud, Badung, Bali, Indonesia
Nationality	Indonesia

