

To : Head Of Human Resources

Dear Sir/ Madam,

Regarding the available position currently have advertised on your company, I would like to accept my strong interest in this position available with your company.

I have included my resume with a complete look at my skills and education but here is a brief list of the most relevant information pertaining to this position. I have a Bachelor of Korean literature graduate from University of Indonesia and Web Programming from Seoul Institute Technology and Education.

Having worked over 2 years in this e-commerce industry, I have the experience needed to manage your company's online presence to help increase brand awareness and gain your company the positive attention it needs to stay one-step ahead of the competition. My experience includes collecting and analyzing data, developing and planning new systems and monitoring all of strategic marketing promo related to sellers. Thus I have developed a wide range of skills that would meet and exceed the expectations for this role. I have taken charge of 50 employees include outsourcing staff direct reporter related company's project, forming a cohesive team that help the company achieve overall objectives. I adhere to work ethic and can effectively interact with people across all levels of the company structure.

In my present role as Manager Seller Acquisition and Sales Activation for PT. XL Planet called name is elevenia.co.id. elevenia is joint venture XL Axiata and SK Planet, I have had many achievements, such as selling system for sellers and help to revenue sellers also build strong relationship sellers with coordination my teams. I would relish the opportunity to bring this level of success to your company.

I would happily and welcome this opportunity to meet you and get in touch to discuss my suitability for the position. Should you require any further information, you can contact me via email **debbypp13@gmail.com** and by phone +62-856-9211-5532.

I look forward to hearing from you soon. Please find attached a copy of my resume is enclosed with this cover letter for your perusal. It shows my overall expertise and experience in the field for your consideration.

Thank you very much,
Sincerely,

Poespitasari, Debby Putri
deb

call me : -



Jalan Cempaka Putih Utara RT.007/02 No.9

Jakarta Pusat, 10640

+62-856-9211-5532

debbypp13@gmail.com

Poespitasari, Debby Putri

call me : -deb-

PROFILE I am a Bachelor in Korean literature from University of Indonesia - Depok and Diploma in Web programming at Seoul Institute Technology and Education, Gyeonggi-Seoul, South Korea. My gain career started from accepted to working as Junior Onsite Management Team and got to promoted as Seller Communication and Education Junior Manager and step forward Seller Acquisition and Supporting Manager then Seller Acquisition and Sales Activation Manager at PT. XL Planet -www.elevenia.co.id.

From henceforth my motto have 3 as follow :

1. Trying to keep do the best every impossible things to be possible things for your life
2. Do not be afraid to lose anything at everything
3. Improve your challenge on your life because challenge is makes you as a creative problem solver and teacher for my life.

SKILLS	1. Project Management	2. Content Writer
	3. Human Resources	4. Customer Service
	5. Marketing	6. Sales, Analyze And Development
	7 Operational	8. Web Administrator and System Plan
	9. Teaching & Translation	10. Communication

WORK EXPERIENCE **MANAGER SELLER ACQUISITION AND ACTIVATION – PT. XL PLANET**
Dec 2015 – Present

I am still managing activation acquisition seller division team with responsibilities as below follow :

- Lead of establish Seller System with IT Platform and sales team such as ongoing enhancement result are delivery courier system, product register system, payment system, how become Seller etc
- Managing and training acquired merchants/ sellers for their sales growth through elevenia
- Responsible to coordinate closely with IT service planning and CS team to gain and to develop seller system to achieve UX/UI seller enhancement projects effectiveness
- Support and coordinate with finance team related operational seller acq and act division budget
- Ideation, managing and monitoring target seller market and developing seller promo and event plan strategies to communicate target who become sellers and existing sellers
- Responsible for obtaining profitable result through seller promo and sales GMV
- Coordinating the ongoing result of the campaign and implement improvement in revenue per visit and site engagement on-site seller promo and email newsletter
- Continue as Lead Project data entry for sales and marketing team like recruit, budget, agreement, conduct interview, selected candidate,KPI, their inventory like notebook, access card and back office system who works at elevenia

- Improvement and create guideline and concept design and content how to sell, register seller, reason become as seller and exposure information to seller on seller newsletter elevenia.
- Having still managed project to leads of product registration and seller support Happy Call, Online acquisition seller team
- Supervising and operating as web administrator **sellerzone.co.id** like reserved photo studio, schedule training, seller promo and event
- Provide feedback, coaching, training to sales operational team related enhancement seller system
- Plan and monitor online seller promo activity and preparing material for seller promo and event monthly
- Make the report weekly and monthly related progress seller service solving with sellers as per in-bond and out-bond calling
- Reporting document call center processes and FAQs also work on continuous process improvement
- Handle customers inquires from sellers, manage and resolve customer (seller) relation issue and escalations
- Analyze sellers experience reports and insight and come up with improvement suggestions and initiatives to improvement system and promo sellers to compare with competitors
- Reporting and tracking traffic on-site seller promo, event and newsletter and setting up promo operational with team to gain more member become Seller
- Monitoring and analyze promo analytics by google analytics and netpion
- Requirement, implementing, coordinating, controlling and evaluating the seller system project with IT Team and Sales Division from beginning to end also project can be handed over to the sellers in accordance with the goals and scope of project work, work quality criteria and budget that has been approved.
- Sync. Seller features on mobile elevenia with mobile design and sales team

MANAGER SELLER ACQUISITION AND SUPPORTING – PT. XL PLANET

March 2015 – Dec 2015

- Lead for handling and monitoring Seller Office System
- Work closely with IT service planning and other division to gain and develop seller system to achieve UX/UI seller enhancement projects effectiveness as per develop BRD
- Ideation to improvement and enhancement seller system with IT platform and CS team
- Collaborate and mapping design and contents with design team to develop seller features like how to selling at elevenia
- Project lead to maintain and handling product registration service which retouch and make product description each product that requested from deals and MD team to promote on-site elevenia to growth selling product for Sellers
- Continue as Lead Project data entry for sales and marketing team like recruit, budget, agreement, conduct interview, selected candidate, their inventory like notebook, access card and back office system who works at elevenia
- Create and maintain seller training schedule as per improvement seller system with trainer and PL Seller Zone
- Responsible to create and contents seller policy as per discussion with the others division and exposure on feature Seller Policy
- Leads as content writer to create sellers content such promo, event, information and tips by onsite, email and social media with marketing team
- Responsible and monitoring related to monthly seller promo and event traffic
- Leads to managing and reporting in-bond and out-bond calling for sellers regarding Project Seller Support Happy Call

- Manage all of training schedule such as ongoing seller promo, activity, system to Seller Support Happy Call team to deliver calling sellers include existing and new sellers who join as Seller elevenia
- Monitoring calls for quality assurance and seller support happy call's SOP development
- Reporting seller grade result monthly for improvement performance activity sales Seller elevenia to head of merchandiser
- Maintain and support technical design seller on-site promotion landing page with platform and design team
- Assist to maintain operational seller zone activity
- Handling and maintain project One Stop Service related request MD team and Sellers who want to visit their offline store/ house to training and help upload products by Seller Office
- Assist and handling to create idea awarding Seller event "elevenian Idol" concept, technical, contents, design and selected winner during 1 year selling at elevenia with Event Organizer
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JUNIOR MANAGER SELLER COMMUNICATION AND EDUCATION – PT. XL PLANET

October 2014 – March 2015

- Create idea guideline tutorials seminar for sellers elevenia
- Create and mapping training activity with trainer which deliver to Seller
- Support and assist the monthly seller operational budget like training and seller event program
- Lead to make seller content strategies especially seller email newsletter and seller promotion
- Craft and execute creative activation seller solutions to manage seller on-site promo design and deliver an award-winning the contest promo with design and publisher team closely
- Analyze, setting up and monitoring seller promo and seller email traffic performance/ KPI as well
- Assist engagement with seller community related gathering with elevenia
- Managing the online product attribute, ensuring all products are correctly merchandised, optimized and promoted effectively across website with data entry project product attribute team
- Provide and reporting financial seller monthly activity include seller promo program with finance team
- Searching, screening CV, recruit, conduct interview and skill test schedule for data entry division Sales and Marketing Team
- Provide input to HR management regarding data entry staff and back office with IT Team
- Handling and training data entry staff related their job desk each per sub division sales team
- Assist and manage project product registration service like flow chart request product, plan schedule to requester each MD team, and result total products have been retouched and promoted
- Contribute and supporting related main power and agreement to third party (data entry's vendor) and HR
- Make guideline related data entry's HR policy that working with user elevenia and vendors to maintain harmonious working environment and productive
- Make and monitor KPI each person related their job desk with users for extend their contract and reporting budget monthly expense their data entry cost.

JUNIOR ONSITE MANAGEMENT – PT. XL PLANET

May 2014 – October 2014

- Identifying, managing and monitoring target seller market strategies Global Seller
- Planning and create story board document (SBD) for growth promotion korean avenue and brand avenue
- Coordinating the ongoing result of the campaign and implement improvement in revenue per visit and site engagement with marketing team
- Track campaign effectiveness utilizing internal reporting system as per promo slot especially global seller
- Analyze and reprotng deals corner related achievement promo target
- Promotes and maintain products and stock with marketing and merchandiser team related exposure the products by CM Promotion and marketing campaign
- Assist and helping to sales strategic team related reporting category and keyword to growth market customer
- Matching and classify category each product elevenia and requirement to set up new classified category with Platform team
- Support to marketing team related their campaign with okezone and rumah123.com to expose products to growth sales and reporting sales their campagins

KOREAN AND INDONESIAN TEACHER – INTERNATIONAL PRIVATE TEACHER OWNER

January 2010 – October 2015

- Teaching korean language for indonesia people and Indonesia language for foreigner
- Create lesson material plan and evaluation the test for each level
- Make progres repot for each students
- Assist administration such as keping students attendance record
- Had ever teached autism and indigo kids
- Promote own self as teacher in social media

JUNIOR MANAGER ACCOUNTING, HRD AND SECRETARY PT. DESIGN 7

September 2012 – November 2012

- Assist and manage human resources operations by recruiting,selecting, orienting, and coaching head office and operational staff in field.
- Create , Control and evaluate budget HRD activities per period attending, payroll, finance
- Develop and conduct HR processes include Compensation and benefit and system, policy, procedures for employee include vendors staff and expatriates staff
- Manage accounts payable and account receivable accounting and book keping Services
- Manage and assist tax repot and tax audit with vendor and manager accounting
- Handling schedule enquires and administration within others division
- Organizes internal and external meetings
- Handling incoming and outgoing phone calls/ emails.
- Manage filling management
- Preparation travel planning and booking accomodation such as tickets, hotel reservation as required.

TRANSLATOR AND INTERPRETER

2011 – 2012

- Provide interpreting and translating service for clients and audience
- Translate orally in writing all documents
- Liaising with clients to discuss any unclear point
- Participate in special event related user's activity as needed
- Review translate material before direct meet up with clients
- Answers inquiries from audience to clients
- Manage work schedules as long as stayed also guide clients to travel

EDUCATION

1. SEOUL INSTITUTE TECHNOLOGY & EDUCATION – SOUTH KOREA – DIPLOMA OF WEB PUBLISHER

Diploma of Web Publisher, Web/Multimedia Management & Webmaster
2013-2014

2. UNIVERSITY OF INDONESIA – DEPOK - KOREAN LANGUAGE AND LITERATURE GPA : 3,5 OF 4

Bachelor of Education (B.Ed) 2008 – 2012

3. KYUNGHEE UNIVERSITY – SOUTH KOREA – SUMMER COURSE FELLOWSHIP

Selected to Indonesia Student of Summer Program Fellowship in Seoul 2011

4. Senior High School SLTA 77 Jakarta

Science program study (2005 -2008)

CAREER ACHIEVEMENTS

During working at XL Planet called name **www.elevenia.co.id**, I have the experience handle some of project and got goals excellent development strategic related Sellers as below follow

1. Enhancement and Improvement System related to Seller named as Seller Office
2. Project Lead of Customer Seller Support named as Happy Call CS Team for Seller amount 2 persons
3. Project Lead of Product Registration Service Team amount 10 persons
4. Project Lead of All of Non-Staff Merchandiser Team and Sales Acquisition Team amount amount 33 persons
5. Project Lead of Seller's Product Attribute amount 8 persons
6. One Stop Service Team and Seller Zone amount 14 persons
7. Creating promotion and activation learning for sellers like seminar, event and training.

LEADERSHIP ACTIVITIES & AWARDS

1. Human Resources Development Service of Korea has been confirmed that as Craftsman Web Design by National Technical Qualification December 2013
2. 3rd Winner of Web Design Maker Competition at Seoul Institute Technology and Education October 2013

3. The Most Votes Local Group of Korean Traditional Chief By Inspired Steps and Sponsored By Korean Food Foundation September 2013
4. The Best Student of Good Speaking Korean Language Around Foreign Student at Seoul Institute Technology and Education July 2013.

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| PROJECT | <ol style="list-style-type: none">1. Translated document PT. Samyoung and Coordinated with Lawyer2. Translated document SISCO (Singapore International School)3. Translated Korea Education Comics |
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