

Muntahani Zakiya Wulandari, S.S.
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Curriculum Vitae

PERSONAL INFORMATION



Name	: Muntahani Zakiya Wulandari
Sex	: Female
Place, Birth of Date	: Jombang, January 5 th 1991
Marital Status	: Single
Height, Weight	: 155 cm, 45 kg
Religion	: Moslem
Address	: Desa Wringinpitu Rt/rw:06/02 Mojowarno Jombang - 61475

OBJECTIVES

Become a valuable asset for the people I may work with and able to develop and mature with every task which I will face ahead. Presently looking for a job in training program, sales and marketing, human resources and public relation.

EDUCATIONAL BACKGROUND

2000-2005	: MI Al-Hanafiyah Wringinpitu Mojowarno Jombang
2005-2007	: SMPN 2 Mojoagung Jombang
2007-2009	: SMAN Mojoagung Jombang
2009-2013	: Bachelor of English Department at Universitas Brawijaya

COURSE AND EDUCATION

2007-2009	: English Language Course in Wendy's English Course
2013	: Computer and Internet Course in PTIK Universitas Brawijaya

QUALIFICATIONS

1. Language skills : Indonesian (active) and English (spoken =7.5 ; written =8)
2. Computer literate : Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Email and Internet.

WORK EXPERIENCES

1. Internship program in UPT Taman Budaya Jawa Timur

Period : June 2012 - July 2012

Purpose : Requirements for passing KKN object in English Department

Position : Staff of Sub Division of Art and Culture Presentation

Job's description

- Planning and executing art events
- Cooperating with related parties to improve the appreciation toward art works.
- Mobilizing mass people from high school and college students in Surabaya to be the participants in *Temu Karya Taman Budaya se Indonesia*.

2. PT. Surapita Unitrans (main distributor of Kawasaki motorcycle in East Java)

Period : May 2014 - August 2014

Position : Marketing Staff

Job's description

- Assisting to handle marketing event
- Doing administrative job related to marketing division
- Monitoring and handling apparel ordering and distribution whether to Customers, Sub Dealer Kawasaki and the branches of PT. Surapita Unitrans.

3. PT. Trans Retail Indonesia / Carrefour Indonesia

Period : September 2014 - April 2015

Position : Trans Retail Development Program (TRDP)

Job's description

- Learning business flow in retail industry

- Managing human, merchandise, asset and finance to push and or achieve sales
- Planning, organizing, actuating and controlling anything related to sales
- Doing a project related to sales as the requirement to pass this program

4. PT. Monica HijauLestari (The Body Shop Indonesia)

Period : July 2015 - October 2015

Position : Store Manager Assistant

Job's description

- Assisting store manager in managing sales, service, human and store operation.
- Handling administrative activities in store.

5. Sinarmas Land

Period : January 2016- Present

Position : Sales and Marketing Staff

Job's description

- Perform intensive marketing research to identify potential new market and opportunities.
- Build strong network to ensure sales performance.
- Maintain existing accounts and establishes new accounts database by planning and organizing daily work schedule to call on existing or potential sales opportunity, including canvassing if necessary.
- Doing the call the market the product and services available to the customer.
- Maintain good relationships with the clients.
- Achieve target sets by the company.

ORGANIZATIONAL EXPERIENCE

- Treasurer 1 in English Student Association 2011-2012

COMMITTEE EXPERIENCES

- Agenda section staff in *khataman* Al-Qur'an in *TPQ* Al-Imamy in 2010
- Agenda section staff in *khataman* Al-Qur'an in *TPQ* Al-Imamy in 2011

- Equipment section staff in Bazaar Competition in 2012
- Guest reception in Temu Karya Taman Budaya se-Indonesia in 2012
- Apparel section in Playground 2014 and Surabaya Auto Show 2014

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