Agustina Monaco

SENIOR SALES – ACCOUNT MANAGER

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| I have a Bachelor Degree in Communication and seven years of working experience, I have deep knowledge in Sales and has acquired great skills; | | |
| * Business Development * Marketing Management * Sales Management * New Business Development * Sales Operations * Key Account Management | * C Level negotiation & presentation meeting * Negotiation * Marketing Strategy * Online Marketing Analysis * Sales Presentations SEO * Digital Strategy * Sales B2B | * Telemarketing * Corporate Sales Presentations * SEM * Online Advertising * Customer Service * Marketing Communications |

## EDUCATION

**Universitas Terbuka - Indonesia Open University**

Bachelor Degree, Communication, General, 2012 – 2016

**Wallstreet English Institute**

English for Business Proficient - Threshold Advance, 2012 – 2014

**Yos Sudarso Senior High School**

Social Sciences, 2005

## AWARD

2ND BEST NEW BUSINESS DEVELOPMENT – JULY 2011 – JOBSTREET.COM

## EXPERIENCE

PT Paradise Property - member of Ray White Group

**Marketing Representative**, January 2013 - May 2013

With product property investment in Bali, Paradise Property build representative team in Jakarta for domestic investors in which way client may able to consult their investment plan more convenience. Paradise Property manage several sales property development, such as Double Six Condotel in Seminyak Bali.

* Managing new office setup in Jakarta base
* as project manager dealing with interior design, lighting, technology, furniture and product supplier
* Provide campaign in property exhibition as port to enlarge network and new leads acquisition
* Leading marketing executive team to assist market leads and business development
* Understanding and consult client needs in Bali property investment

**PT All Property Media - Rumah.com**

**Business Development ,** May 2012 - December 2012

As part of Property Guru Group from Singapore, Rumah.com become leader in digital marketing for property market that cover Indonesia region. It’s online market space where property developer and agency sales able to publish their product advertisement to the consumer. My role function is dealing with property developer to enlist their property to Rumah.com.

* Look up for new business development supporting media property needs – B2B.
* Direct presentation to brainstorm urge of Media property above the line and down line
* Educate and persuade customers to take online advertising as marketing campaign partner.
* Understanding and uncover client business needs to create effective marketing campaign strategy
* Provide campaign updates and reviewing advertisement ROI
* Responsible to maintain existing customer, prospects and competitor databases and assessing, devising, and implementing marketing promotions.

**Roberto Design Pte Ltd - Valcucine South East Asia**

**Marketing Representative**, September 2011 - April 2012

Bringing numerous high-end interior product from Italy and provide interior design assistance to prestigous clients in Jakarta and other area in Indonesia.

* Direct presentation regarding product knowledge and quality
* Provide reliable knowledge to walk-in client that coming to exclusive showroom, even to interior designer.
* Managing marketing strategy through events and effective media publication.
* Work closely with clients to develop design that fit both artistic sensibilities and clients goals as well.
* Approach and create good networking with architects, interior design and related networks.
* Understand client needs and design idea and transfer it into drawing concept
* Coordinate with architect, interior design and contractor developer, managing consultant to build due to project timeline
* Find and being selective to material from other supplier to meet customized request from client
* Managing Design Director schedule meeting with related architect, interior designer and client to provide effective design consultation.

PT JobStreet Indonesia

**Senior Account Manager**, January 2008 - September 2011

Part of the big family of Seek.com – Australia. JobStreet start their market in Indonesia on 2006 and now is the market leader in job portal for countries in Asia. My role start from the telemarketing to the Account Manager that handling companies to enlist their job vacancy advertisement in JobStreet.com.

* Provide direct marketing though product presentation
* Also responsible for maintaining customer, prospects and competitor databases and implementing marketing promotions
* Generate new business through outbound calls and follow up on incoming sales leads
* Maintain revenue goals by quarter and year to date
* Identifies, solicits and sells company product system
* Follow up with leads generated from competitor leads

**Award :** 2nd Best New Business Development – July 2011.

**PT Surya Kencana Globalindo**

**Finance Accounting**, 2007 (less than a year)

* Reconciliation bank, account receivable, account payable
* Compile, check and records company daily transaction, and maintain all Banks and Petty Cash Accounts
* Control and maintain Accounts Payable and Accounts Receivable.
* Prepare Balance Sheet Details, GL for Monthly Closing Report, such as Cash, Banks, Receivable, Payable and Liabilities, Revenue, etc.
* Prepare Management Balance Sheet, Profit and Loss
* Prepare the journal vouchers and posting it into General Ledger.

**PT Baja Marga Kharisma Utama**

**Inventory Analyst Of Accounting Dept.** Feb 2006 - Nov 2006

* Work as an Inventory Analyst, provide report for the Finance and Accounting supervisor such as Purchase of Material analysis report.
* And also Report of Inventory level based on Aging inventory and used.
* Take Responsibility as a leader of stock taking in the company from the beginning of the show until it become a report for BOD (Board Of Director) Submitted
* Expert in using Oracle Inventory program
* Finished goods arrangement to achieve FIFO ( First in First out ) system
* Managing People in my Company and can do socialized with the neighborhood in making stock taking
* Can make cost table report, which is used in Manufactured costing to know Actual of the product
* Controlling and manage inventory Dead Stock and Selling Scrap product from warehouse product to customer
* PIC of Controlling Administration of Production flow and Closing Working Order and solve if any problem comes during closing Working Order by PPIC.
* Controlling and maintain of Non Inventory purchased by Making Report of purchased matched with the invoices.
* Making Report and analyzing of sales report by product, by customer, by type, by its market.
* Making Report of Supporting item that used to be analyzed by its amount, Compared month by month.
* Selecting every Purchase requisition and making correction if it is false.
* Provide The Ending Inventory report by actual stock.

**PT Baja Marga Kharisma Utama**

**Management Trainee Officer,** Sep 2005 - Jan 2006

**Account Receivable (AR)**

* To prepare and issued the invoices and distributed to the customers
* To prepare report of the customers aging of account receivable to the management
* Responsible to conduct the payment collection to the customers
* Follow up due to any customer complain - Coordinate with Marketing department due to the customers outstanding issues (debt collection)

**Account Payable (AP)**

* Monitor the payment process to the suppliers and other authorized party as agreed schedule
* To prepare and review payments to be paid weekly/monthly/as agreed schedule
* Ensure expense allocation tied up with department or division
* Ensure purchase order tied up with purchasing department
* Communicate effectively with supplier or customer
* Collection of supporting document (purchase order, invoice, receipt, etc)
* Preparation for the monthly closing of the period

**Finance Management**

* Taking care for cashier staff for any problems in daily routine
* Responsible to monitor bank balance position and bank regulations
* Maintain good relations with the bank representative officer
* Responsible to monitor the interest rate, foreign exchange currency and expenses charged by the bank

## LANGUAGE

**ENGLISH** Intermediate

**CHINESE** Beginner

**INDONESIA** Native

## REFERENCE

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| "she is a hard worker; stuffed lady with great expectation, very strong minded and mostly a great achiever. I would like to recommend her in any hard position available. She will deliver the goal and trophy to any property entrusted to her."  ~ **Molisan Tono**, was with another company when working with Agustina at Roberto Design Pte Ltd - Valcucine South East Asia |
| "Monaco is a highly qualified Account Manager. She consistently delivered the types of programs and solutions necessary to achieve higher revenue. She produced quality teams that were devoted to her objectives and unfailingly handled conflict with grace and intelligence. Her dedication to quality customer service was bar none."  ~**Franz Dirgantoro**, managed Agustina indirectly at PT JobStreet Indonesia |
| "I know Monaco when she visited our office and explained us about SiVA User Guide an online recruitment system. Energetic young professional seems the right phrase to describe Monaco. She is always well prepared for all the things and conditions also has a big salesmanship. Success for you."  ~ **Farid Al Hakim**, was with another company when working with Agustina at PT JobStreet Indonesia |
| "I worked with Monaco about 2 years+ back. When visiting our Indonesia office, she was one of those who stood out and was pro-active in her work. She started off later as compared to some of our existing sales staff but yet was one of the top performers in the office."  ~ **Wei Ren Khoo**, managed Agustina indirectly at PT JobStreet Indonesia |