

CURRICULUM VITAE



Full Name : Melvina Karina
Sex : Female
Place, Date of Birth : Jakarta, June 05, 1990
Nationality : Indonesia
Status : Single
Religion : Christian
Address : JL. Kelapa hijau 7, blok Q1/10. Komp.Billy-Moon
Pondok Kelapa Jakarta Timur 13450
Mobile : 081287262697
E-mail : melvinakarina@gmail.com

EDUCATIONAL BACKGROUND

2005-2008 : **42 Senior High School, Jakarta**
2008-2012 : **Communication Advertising, University of
Prof.DR.Moestopo (B), Jakarta. GPA: 3,61**

INTERNSHIP EXPERIENCE

- **The Drawing Squad Advertising**
Junior Account Executive
Handle Project Telco Company (XL Indonesia)
- **Four Seasons Hotel Jakarta**
Public Relation Department

WORKING EXPERIENCE

- **PT Bank Permata Tbk (2013-present)**

Relationship Manager (Business Installment Loan)

Job description:

- Sells products by establishing contact and developing relationships with prospects. (organising sales visit and presenting products).
- Analyzing client's application.
- Maintains relationship with clients by providing support, information and guidance. Recommending profit and service improvements.

OTHER SKILLS

1. Computer Skill:

- Ms.Office
- OS: Windows, MacOS

2. Soft Skill :

- Good command in English both oral and written.