

CURRICULUM VITAE

PERSONAL DATA

Surname : Mustika
Given Name : Diahani
Sex : Female
Place - DOB : Jakarta - September 5th 1983
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Nationality : Indonesian
Marital Status : Married



OBJECTIVE

A result :

- Professional with offers experience not just in banking industry but also in media industry.
- Experienced more than 2.5 years in Treasury division in Banking industry and more than 2.5 years experience in sales and marketing in Media industry
- To gain a full-time position where communications, interpersonal and management skills are continually enhanced for the benefits of self and prospective employer.
- Desire a dynamic work environment that offers excellent opportunity to earn and advanced based upon accomplishment.

- Experienced strong relationship with key-decisions maker, managers and other channel partners.

Responsible for:

Citibank:

- Give perspective with market conditions to FX Specialist through fundamental and technical analysis which can help them to achieve their target
- Give perspective with market conditions to customers through fundamental and technical analysis which can help them to gain revenue
- Mastering Business as Usual (BAU) in treasury department day to day basis
- Special projects which help to increase revenue

Metro TV:

Account Executive : 2006 - 2009

- ± IDR 25 billion yearly basis in Metro TV, and implementing marketing strategy to build brand awareness for clients.
- Monitored, reported and evaluated the results, take the learning to be applied in next activities on weekly, monthly and quarterly basis.
- Managing relationship with existing clients and finding new prospective clients.

PROFESSIONAL EXPERIENCE

FX Consultant : 2013 - 2014

Treasury Department

Citibank N.A Indonesia

Job Description :

- Understand on FX market movement
- Managing client's portfolio in order to gain revenue from FX movement
- Understand fundamental and technical analysis and making sure client's benefit from the market movement
- Achieving treasury product (FX and DCA) branch target revenue
- Maintain existing FX customers
- Drive up new to FX customers
- Handling customers from 3 branches such as Prince, Wolter and Semarang
- Responsible for USD 42,000 target monthly
- Responsible to NTFX (new to FX) at least 4 people per month

FX Dealer: 2011 - 2013

Treasury Department

Citibank N.A Indonesia

Job Description :

- BAU (Business as Usual) started from morning commentary until EOD activity
- Give market view to FX Specialist through fundamental and technical analysis
- Handle deals that comes from FX specialist varied from individual to corporate clients
- Handle deals from internal transactions
- Perform COB twice a year

- Perform new projects and programs that enhanced the working environment in Citibank, particularly in treasury department
- Responsible for special projects in order to boost up revenues, ex. FX Order for companies
- Conduct trainings for FX Specialist, RMs and TFX regarding market update with local and regional speakers
- Pairing with TFX and help them to achieve their target not just in revenue but also in number of transactions and new to FX customers through their portfolio

Account Executive: 2006 - 2009

PT Media Televisi Indonesia (METRO TV)

MEDIAGROUP

Job Description :

- Managing various client in Metro TV from Corporate Companies, Governmental Department and Multinational Advertising Agencies.
- Responsible in handling single medium campaign in Metro TV : Bank Mandiri, Agung Podomoro Group, Puteri Pariwisata, Sukses Syariah.
- Responsible in handling various client campaign : Inside Commercial, Special Position TVC, Advertorial, Filler, Built In Content, Blocking, Headline News, Time Signal.
- Responsible for Special Projects :
 - Wirausaha Muda Mandiri budget ± IDR 80 billion
 - Agung Podomoro Group - budget ± IDR 50 billion
 - Blocking Pemilihan Puteri Pariwisata IDR 1,2Billion
 - Time signal adzan Maghrib Bank Mandiri IDR 600 Million
- Responsible for New Market Development min. IDR 300 to 500 million per month.

Client Handled :

Citibank:

- Consumer
- Small and Medium Enterprise

Metro TV:

- Bank Rakyat Indonesia
- Bank Mandiri
- Bank Syariah Mandiri
- Wilmar Group
- El John Indonesia
- Garuda Indonesia
- Direktorat Jendral Pajak
- Fortune Indonesia
- Hotline Advertising
- Air Putih
- Pelita Alembana
- First Edition
- CS Media
- Mediate
- Communicad
- Qualita Prima Pariwara

FORMAL EDUCATION

2009 - 2010 : Commerce in International Finance
Australian School of Business
University of New South Wales
Australia

2001 - 2006 : Industrial Engineering
Faculty of Industrial Technology
Trisakti University
Indonesia

1998 - 2001 : SMUN 65, Jakarta

1995 - 1998 : SMP 111, Jakarta

1989 - 1995 : SD Bhakti, Jakarta

NON FORMAL EDUCATION

2003 : Teacher Training Course at ILP

2002 -2003 : Conversation at EF

1997- 2000 : General English at ILP

ACHIEVEMENT

2008 - 2009 : Best Employee Metro TV

2012 : Peserta terbaik dengan nilai tertinggi BSMR level 1

ADDITIONAL QUALIFICATION

- GPA 3.10 (of 4.00 scale)
- English (Fluent)
- Attended and involved in many seminars and Certifications
- Expertise in Microsoft Office, Windows, SPSS, AutoCAD, Minitab, WINQSB, Visio, and Photoshop

Diahani Mustika