

Amira Puji Mahanani

Depok Mulya 1 Blok H-3

RT 04/015, Beji – Depok

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Indonesia

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Personal Information:

Name : Amira Puji Mahanani
ID card (KTP) Number : 3276065004920004
Address : Depok Mulya 1 Blok H-3, RT 04/015. Beji – Depok 16421
West Java, Indonesia
Phone : 021 – 777 3129
Mobile Phone Number : 0813 1611 6376
Email : amira.puji@yahoo.com
Place and Date of Birth : Depok, 10th April 1992
Sex : Female
Marital Status : Single
Religion : Islam

Educational Background:

2010 – 2013 : **Undergraduate English Literature (Bachelor's Degree)**
Faculty of Language and Art
State University of Jakarta

2007 – 2010 : **Senior High School**
SMA Negeri 55, Jakarta

2004 – 2007 : **Junior High School**
SMP Negeri 2, Depok

1998 – 2004 : **Primary School**
SD Negeri Beji VII, Depok

Work Experiences:

- April – Mei 2011 : **Surveyor “Minat Masyarakat Membaca Koran”**
Kompas Gramedia, Jakarta
Responsible for finding the respondent and collecting the data from questionnaire to know the amount of interest in reading among the public.
- Mei 2012 : **Surveyor, Prices and Earnings, UBS**
Responsible for finding the respondent and collecting the data from questionnaire to determine the average income food entrepreneurs.
- Juni 2012 : **Surveyor “ Kebiasaan Membaca Koran”**
Kompas Gramedia, Jakarta
Responsible for finding the respondent and collecting the data from questionnaire to know the amount of interest in reading newspaper among the public.
- Agustus 2012 : **Outsourcer, Photo Validation of Vaseline Amazing Ride Contest**
Think.Web, Jakarta
Select a photo contest participants in accordance with the applicable terms and choose a winner.
- November 2012 : **Outsourcer, Tweet Validation of Walls Buavita**
Think.Web, Jakarta
Select a twit from participants in accordance with the applicable terms and choose a winner.
- Januari – April 2013 : **Outsorcer, Photo Validation of Aksi Peduli Panadol**
Think.Web, Jakarta
Select a photo contest participants in accordance with the applicable terms and choose a winner.
- May – August 2013 : **Outsourcer, Vaseline Man Brotips Challenge**
Think.Web, Jakarta
Select a photo contest participants in accordance with the applicable terms and choose a winner.
- July 2013 : **Admin of Yukcoba.in web**
Think.Web, Jakarta
Responsible for updating the news, uploading new product, collecting the form has been sent to the web and choosing the winners to get those products.
- Oct – Nov 2013 : **Freelance, Number and Analytics Division**
Think.web, Jakarta
Responsible for Brand Activity Monitoring, Market Research, and do a Case Study: Post Quality (Social Media Engagement Rating)

Mar 2013 – Jan2014 : **Project Leader, YAI (Yayasan Askobi Indonesia)**
Jakarta

Responsible for making proposal for Embassy, arranging the events of peace for High School Students, and making the final report in Indonesian and English

May 2014 – Present : **Account Executive, The XION (Edge Asia)**
Jakarta

Responsible for client servicing, Responsible for client servicing, meeting and liaising with clients to discuss and identify their social media requirements, presenting creative work to clients for approval or modification, handling budgets, managing campaign costs and invoicing clients, writing client reports, monitoring the effectiveness of campaigns, arranging and attending meetings, making 'pitches', along with other agency staff, to try to win new business for the agency.

Handling: Original Source, Imperial Leather, Cussons Bintang Kecil Campaign, Smirnoff ICE, Quaker, and Marine Boy (Vietnam's Project)

Organizational Background:

2010 – 2011 : **Humas Dalam Negeri, Lembaga Perwakilan Mahasiswa Jurusan, Faculty of Language and Art, State University of Jakarta**

2008 – 2009 : **Organisasi Siswa Intra Sekolah (OSIS), Art Section SMA Negeri 55, Jakarta**

2008 – 2009 : **Leader of Art Extracurricular, SMA Negeri 55, Jakarta**

2008 – 2009 : **Leader of Choir Extracurricular, SMA Negeri 55, Jakarta**

Courses Attended:

2007 – 2010 : **English Course**
LBPP – LIA

2003 – 2005 : **Piano Course**
Yamaha

2001 – 2001 : **Mental Aritmatika**
Yayasan Mental Aritmatika Indonesia

Key Skills:

Microsoft Office (Word, Excel, Power Point), research, social media monitoring, advertising, and internet.

Hobbies:

I have a great interest in foreign language, social media, advertising, traveling, film, and music.

No. : 2225140023

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KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS NEGERI JAKARTA

*Maka berkat rahmat Allah Yang Maha Kuasa,
Universitas Negeri Jakarta
mengatakan bahwa:*

Amira Puji Mahanani

Nomor Registrasi: 2225106435

Laahir di Bekasi Depok, tanggal 10 April 1992

*telah menyelesaikan dan memenuhi segala persyaratan akademik
Program Sarjana tanggal 30 Desember 2013, sehingga kepadanya diberikan gelar :*

SARJANA SASTRA (S.S)

*dalam bidang : Sastra Inggris Jurusan Bahasa dan Sastra Inggris
Fakultas Bahasa dan Seni
berserta segala hak, kewajiban dan tanggungan yang melekat pada gelar tersebut*

Sakarta, 06 Maret 2014

Rektor,



*Prof. Dr. Sedjo Djumala, M.Pd
NIP. 19510316 198703 1 001*

*Dekan
Fakultas Bahasa dan Seni*



*Dr. Aceng Rahmat, M.Pd
NIP. 19571214 199003 1 001*



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