

2014

Attn. Human Resources Department

Dear Sir / Madam,

Strong will and a highly motivated people have proven to be a valuable quality for employees that work at your company. I would like to explore further this exciting challenge to work with your company. It would be a pleasure to work with you. When capital market in Indonesian has growing and developing significantly. I have thought that this will be the best opportunity for me to develop and contribute to Indonesian market especially with your company.

I graduated from **Institut Bisnis & Informatika Indonesia at Jakarta as of 2007 with a bachelor degree in Accounting (Auditing).**

A fast learner and a team player are some of my strong points with experience in Bank and Trading company since November 2007 as an Marketing staff. I deal with product presentation and convinced Customer to buy Our Product almost every day. I hit the target almost every months. And **since November 2007 until October 2008 I worked at Citibank as a Business Development Associate** and **since November 2008 until June 2011 I worked at PT. Bintang Cakra Kencana as a Sales Supervisor.** **July 2011 until June 2013, I worked at PT. Heidelberg Indonesia as a Equipment Sales.** Which I am sure with that position, my capability of selling products very well when seeing needs and condition and giving solution to Our Clients. I always like to analyze and gather information about product knowledge, selling skill, and presentation skill.

I have enclosed a copy of my resume below for your review. I look forward to schedule a personal interview with you to discuss the contributions that I can make at your company as your employee. I can be contacted during the day at **021-2733 2646** and **0819 6000 422**  
Thank you for your consideration.

Sincerely,  
**Eric Yapto**

## CURRICULUM VITAE

## PERSONAL DETAILS

Name : Eric Yapto  
 Place / Date of Birth : Jakarta / June 07, 1985  
 Address : Jl. Gading V Block C/37 Villa Permata Gading  
 Kelapa Gading, Jakarta Utara 14240  
 Phone Number : 021-2733 2646 / 0819 6000 422  
 E-mail : ericyapto@hotmail.com  
 Sex : Male  
 Marital Status : Married  
 Nationality : Indonesia

## EDUCATIONAL BACKGROUND

School	Place	Year
University	Graduated from Bachelor Degree (S1) Institut Bisnis & Informatika Indonesia (IBII) Majoring Economic of Accounting (Auditing) GPA : 2.74 of possible 4.0 Thesis : Persepsi Auditor Mengenai Faktor-Faktor Yang Mempengaruhi Sikap dan Perilaku Etis Akuntan Publik (Studi Kasus KAP EPPS dan KAP Ghazali, Sahat dan Rekan di Jakarta).	2003 – 2007

## WORKING EXPERIENCES

Job Title	Company	Year
Branch Manager	<b><u>PT. Surya Madju Anugerah</u></b> <b>Sector : Offset Printing Company</b> <ul style="list-style-type: none"> <li>❖ Direct all personal aspects including distribution operations, customer service, human resources, administration and sales</li> <li>❖ Develop forecast, financial objectives and business plan</li> <li>❖ Manage budget and allocate funds appropriately</li> <li>❖ Network to improve the presence and reputation</li> <li>❖ Providing training, coaching, development and motivation</li> </ul>	July 2013 – Until Now
Sales Equipment	<b><u>PT. Heidelberg Indonesia</u></b> <b>Sector : <i>Printing Machine Manufacture</i></b> <ul style="list-style-type: none"> <li>❖ Selling Machine Offset Printing</li> <li>❖ Sales Report</li> <li>❖ Product Training Overseas in Malaysia and Thailand</li> <li>❖ Build a Relationship with Customers</li> </ul>	July 2008- June 2013
Sales Supervisor	<b><u>PT. Bintang Cakra Kencana</u></b> <b>Sector : <i>Trading Printing Machine and material</i></b> <ul style="list-style-type: none"> <li>❖ Selling Products ( Conventional Plate, Ink process, Blanket Cylinder, Printing Chemical )</li> <li>❖ Looking For New Printing Company</li> <li>❖ Build a Relationship with Customers</li> <li>❖ Sales Report every day</li> <li>❖ Increase Product Knowledge by training overseas</li> </ul>	2008- 2011

Business Development  
Associate

**Citibank**

**Sector : Banking**

- ❖ Looking for NTB (New To Bank)
- ❖ Offering of Investment Products

2007-  
2008

## LANGUAGE PROFICIENCY

Language	Skill
Indonesia	Spoken Active : Fluent Spoken Passive : Fluent Written Active : Fluent Written Passive : Fluent
English	Spoken Active : Good Spoken Passive : Good Written Active : Good Written Passive : Good

## EXPERIENCE AND SKILL

<b>Skill</b>	<p><b>Operating System</b> Windows 98, XP - Expert</p> <p><b>General Application</b> Microsoft Office – Expert</p> <p><b>Accounting Program</b> Accurate Accounting Software</p> <ul style="list-style-type: none"> <li>❖ Strong research and analytical skills</li> <li>❖ Team player</li> <li>❖ Fluent in English.</li> <li>❖ Learning and positive attitude</li> <li>❖ Knowledge about micro and macro economic which lead to capital market</li> </ul>
<b>Organization</b>	Ketua Koordinator Sosial KMK IBii (2004-2006)

Salary Expectation: ~