

CURRICULUM VITAE



➤ PROFILE

Name	: Andy Noor
Place / Date of Birth	: Jakarta / March, 5 th 1986
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Gender	: Male
Religion	: Moslem
Marital Status	: Married
Nationality	: Indonesian
Hobby	: Music, Reading, Sport
Health	: Good

➤ EDUCATIONAL BACKGROUND

FORMAL EDUCATION

2007 – 2009 STIKOM Interstudi , Jakarta

	Majoring Degree Business of Communication
2003 – 2006	SMA PSKD 4, Jakarta
1999 – 2003	SLTP YPK Wijaya, Jakarta
1993 – 1999	SD LEMUEL II, Jakarta

NON FORMAL EDUCATION

2003	Lembaga Pendidikan Komputer Terpadu, Jakarta
2001 – 2002	Netherlands Language Course at Erasmus, Jakarta
2001 – 2002	General English Course at ELS, Jakarta

SKILLS

Language	Able to communicate in English, both oral and written
Computers	Proficient in Microsoft Windows, MS Office (Excel, Word, Power Point)

EXPERIENCE

- **Sr. Account Executive at Narrada Communication (September 2013 – Present)**

Jalan Radio 1 no 19. Jakarta 12130 – Indonesia

Brand : TELKOMSEL – Flash, Kartu As

Responsibility :

1. Meeting clients to discuss their advertising needs
2. Working with account planners to devise a campaign that meets the client's brief and budget
3. Presenting campaign ideas and costings to clients
4. Briefing the creative team who will produce the adverts
5. Negotiating with clients, solving any problems and make sure all deadlines are met
6. Checking and reporting on the campaign's progress
7. Keeping contact with the client at all stages of the campaign
8. Managing the account's budget and invoicing the client
9. Searching and involved on 'pitches' to for new business

- **Sr. Account Executive at Think Digital, (2013 – 2013)**

Graha Irama Bld. 9D. Jl. HR Rasuna Said Blk. X1 Kav. 1-2. Jkt 12950

Brand : Wings Food – Mie Sedap Cup | Bloomberg TV Indonesia | Plazamobil.com

Responsibility :

1. Work closely with clients to understand their needs
2. Develop digital marketing campaigns and deliver these successfully to clients.
3. Liaising with customers, colleagues and suppliers to ensure campaigns are technically sound and developed and executed in a timely way.

- **Sr. Account Executive at PT. Eximio Media, VP-Digital (2012-2013)**

Belleza Shopping Arcade, 2nd Fl. Unit 207-208. Jl. Letjend Soepono 34. Jakarta 12210

Brand : TUGU INSURANCE | KOPI ABC | Clean & Clear

Responsibility :

1. Negotiating with clients and agency staff about the details of campaigns.
2. Presenting creative work to clients for approval or modification.
3. Handling budgets, managing campaign costs and invoicing clients.
4. Writing client reports.
5. Monitoring the effectiveness of campaigns.
6. Undertaking administration tasks.
7. Arranging and attending meetings.
8. Making 'pitches', along with other agency staff, to try to win new business for the agency

- **Merchant Relations at PT. Multiply Indonesia (2011-2012)**

Gandaria 8 Office Tower 23th Fl, Gandaria City. Jaksel 12240

Brand : Premium Merchant

Responsibility :

1. Monitoring the development of merchant sales in Multiply.com.
2. Assist and develop the value of transactions entering through Multiply.com.
3. Providing education to make a payment via the system "Payment Gateway" Multiply.com.
4. Explaining the benefits selling in Multiply.com and provide an explanation of security and comfort in Multiply.com selling and transactions.
5. Offer to upgrade a paid account feature (Trusted Badge, advertising, promotion) in order to be more trusted by the potential buyer.
6. Assist in promoting advertising made by the Merchant.

- **Marketing Officer at PT. Tunas Ridean Group
(PT. Surya Sudeco, Tunas Rental) (2010 – 2011)**

Jl. Kapt. Tendean, Jakarta

Brand : TOYOTA | HONDA | MERCEDES BENZ

Responsibility :

1. Maintain customer existing
2. Develop new customer from database
3. Offer solutions to customers in the sense of vehicle rental
4. Explain to the company, why do companies deserve to get the vehicle rental service.
5. Arrange all the procurement vehicles until the vehicle deliveries according by customer demand
6. Follow up all contracts, from the beginning of the contract until the end of the contract

- **Marketing Executive at PT. Kemsis International (2009 – 2010)**

Wisma Metropolitan I, Sudirman Jakarta

Brand : Bizznet

Responsibility :

1. Providing education about the human resource development
2. Explaining what the benefits gained if the training program from KEMSIS International
3. Offer to conduct training programs and human resource development to the ranks of management

- **Sales Promotion Boy at Point Break Plaza Senayan, Jakarta (2008 – 2009)**

Brand : Quick Silver | RIP Curl | Billabong | DC Shoes

Job Responsibility :

1. Selling a product from Point Break Worlds Apparel from clothes, shirts, jackets, shorts & pants, bags, shoes, accessories.

➤ **SPECIAL QUALIFICATION**

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|-----------------------|-------------------------------|
| ✓ Good learning skill | ✓ Able to work under pressure |
| ✓ Honest | ✓ Hard worker |
| ✓ Competent | ✓ Deep knowledge |
| ✓ Commit to team work | ✓ Friendly |
| ✓ Responsible | ✓ Adaptive |
| ✓ Discipline | |

➤ **ADDITIONAL INFORMATION**

I am friendly, hard working and highly motivated person, honest, outgoing person and able to get along with people in all situation and condition.

I have capability to work as well as being part of team or as individual.

I am keen to start my career and would be a loyal and dependable as an employee.