



June 2015

Arun Suwardana

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Taman Meruya Ilir | Blok I-4 / 14 | Kembangan – West Jakarta

Objectives

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people

Education

Bina Nusantara

2013 | Master of Information Systems Management

Bina Nusantara

2011 | Information Technology

Personal Details

Birthday

March, 1 - 1990

Martial Status

Single

SUMMARY

Business Consultant Professional with more than 3 years experience in information technology strategy, requirements analysis, and customer service.

Key Strengths:

- IT Infrastructure
- IT Application
- Customer Liaison
- ICT Networks
- Negotiation
- Customer Needs Assessment
- Account Management
- Administrative Processes
- Customer Service Strategy

PROFESSIONAL EXPERIENCE

PT Hikmah Chemical Mandiri

2010 - 2011

Supervisor

- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
- Maintains quality service by establishing and enforcing organization standards.

PT Arisma Data Setia

2011 - 2013

Account Manager

- Follow up leads until project deals in the assigned accounts.
- Create new project in various area of business.
- Along with Presales and Post sales team preparing technical specification.
- Prepare Commercial Proposals.
- Negotiate price with customer.
- Conduct presentation of the proposed solution to the customers.
- Managing the running project, based on term and condition.
- Conduct Kick Off Meeting and Monitor Project Activities.

PT Iconia Solusi Pratama (Wahana Cipta Sinatria Group)

2013 – 2014

Business Development Manager

Improving the organization's market position and achieve financial growth, defines long-term organizational strategic goals, builds key customer relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions

- Following up new business opportunities and setting up meetings.
- Plan approaches and pitches.
- Work with technical staff and other internal colleagues to meet customer needs.
- Identify opportunities for campaigns, services, and distribution channels that will lead to an increase in sales.
- Present new products and services and enhance existing relationships.
- Research and develop a thorough understanding of the company's people and capabilities.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Supervise Telemarketing staff and sales admin

PT Prosistimatika Automasi (Nusantara Compnet Group)

2014 – Now

Senior Account Manager

- Identify requirements for new products & services to anticipate and potentially lead the market
- Develop effective working relationships with customers through regular meetings and identify and obtain further sales and business development opportunities
- Manage accounts and meet or exceed targets relating to revenue growth, activities, profit margin, mix of products and services sales, customer retention and customer acquisition.
- Respond to incoming Requests for Information (RFIs), Requests for Proposals (RFPs) in a professional and creative manner

SKILLS

Computer Skills :

Microsoft Windows XP/7/8, Microsoft Office, Adobe Photoshop, Documentation, Internet, PHP, SQL, CMS, Arc GIS, SPSS, Troubleshooting, HTML.

General Skills :

Analysis, Budgeting, Consultation, Creating New Solutions, Creativity, Entertainment, Evaluating, Goal Setting, Information Search, Leadership, Logical thinking, Management, Negotiation, Networking, Proposals, Team Building.

Management Skills :

Adaptability, Coordination, Development, Decision Making, Flexibility, Emphaty, Planning, Professionalism, Research, Responsibility, Vision.

ICT Skills :

Data Network Infrastructure, Unified Threat Management, IP Telephony, Bandwith Management, Load Balancer, Network traffic Management, Wireless Solution, Switches-Routers (Layer 2-3), CCTV / IP Cam, ERP, Triple Play Solution, Document Management System, Business Inteligent, Custom Application

ICT Product Knowledge

Structured Cabling System : Systimax, Krone, Siemon

Security Appliance : Cisco, Juniper, Fortinet, Watchguard, Fire eye, Blue Coat.

Websense, HP, Moxa

Wireless Solution : Aruba, Motorola, Ruckus, Deliberant, Meraki

Internet Management : BlueCat, A10 Networks, Radware, Sangfor

IP Telephony System : Avaya, Panasonic, Zycoo, Newrock, Fanvil

Surveillance : Axis, Pelco, 3S, Polycom, Navicom

Others : Raisecom, Dell, Microsoft Dynamic AX, Kaspersky, Alfresco, IBM, Oracle etc.

Sales Track Records

No	Company	Price (USD)
1	Pertamina WMO	\$60,500.00
2	Kementrian Dalam Negeri	\$200,000.00
3	PT MPM	\$33,000.00
4	Borneo Alam Semesta	\$25,000.00
5	Kementrian ESDM	\$100,000.00
6	Indonesia Digital Media	\$20,000.00
7	Technip Indonesia	\$35,500.00
8	RS Aulia Riau	\$120,000.00
9	RSUD Bontang	\$32,000.00
10	Finansia Multi Finance	\$60,000.00
11	Sophie Paris Indonesia	\$115,000.00
12	Jafra Cosmetics Indonesia	\$140,000.00
13	Arisma Dawindo Sarana	\$25,000.00
14	Badan Intelijen Nasional	\$115,000.00
15	Modern Intenasional	\$15,000.00
16	Kereta Api Indonesia (KAI)	\$40,500.00
17	United Tractors	\$120.000,00
18	Reska Multi Usaha (KAI)	\$90.000,00
19	Retail Items (others)	\$70,000.00

I, Arun Suwardana, do hereby confirm that the information given above is true to the best of my knowledge.

Arun Suwardana