



Diah Ayu **Sekar** Arum

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Pondok Kelapa – Jakarta Timur

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PERSONAL IDENTITY

Name : Diah Ayu Sekar Arum

Date of birth : Jakarta, 2nd August 1987

Religion : Moslem

Marital Status : Marriage

Nationality : Indonesian

OBJECTIVES

Seeking a position where related experience and educational background can be utilized to contribute to the expansion of business development and career enchantment.

EXPERIENCE

June 2013 - present

PT. IRONROAD INTERNATIONAL (VMS) as Account Manager

Persuading clients to buy our services (VMS Apps and Mobile Advertising). Finding out who controls the advertising budget in target brands or organisations and contacting them. Offering a price and negotiating around it. Closing the deal and recording the details. Maintaining good relation with the existing client. Monitoring and reporting the result of advertising campaign directly to the client.

February 2013 – May 2013 (4 months)

IDEOWORKS (Digital Media & Creative Agency) as Account Executive

A sales department team, i responsible to represent our company to selling our product to several brands, achieve marketing target and also become a client service. The client are mostly from telco, financial & banking, automotive and also FMCG brands.

January 2012 – January 2013 (1 years 1 month)

PT DIGNITY MULTIMEDIA KREASI (Dignity Mobile) as Account Executive

A sales department team, i responsible to represent our company to selling our product to several brands, looking for a new business opportunity, achieve marketing target and also become a client service. The client are mostly from financial & banking, automotive, tour& travel and also FMCG brands.

January 2009 – January 2012 (3 years 1 month)

PT. DJAVAENERGY GROUP OF COMPANIES as Secretary Director

Responsible as a secretary for PT. DjavaEnergy Group director. DjavaEnergy is an oil & gas company that have 7 subsidiary company under them. I manage a legal document, schedulling, general affair, and filing. To work in this company, I need to be perssistance, punctual and also fast learning.

2007 – 2008

Temporary Staff at Event Organizer as Female Presenter

2007

InternshipProgram at PT. Cipta TPI as a Public Relation

EDUCATIONAL BACKGROUND

2005 - 2008 : Graduated From D3 Academy Secretary and Management

Bina Sarana Informatika , Jakarta

CAMPUS ACTIVIES

2005 : - Seminar “Menuju Profesionalisme Jurusan” at Jakarta Design Center

2006 : - Seminar Filling Management and Documentation For Secretary , Jakarta

- Table Manner Course at Hotel Ambhara , Jakarta

- Seminar How To Correspond In English For Secretary at Ambhara Hotel , Jakarta

2007 : - Semina” Kepemimpinan” , Jakarta

- Seminar “Komunikasi Efektif Sekretaris” , Jakarta

- Seminar Being A Secretary Can Open Many Doors , Jakarta

- Seminar “Etika Profesi Sekretaris Mengenai Aspek Hukum Dalam Kegiatan Bisnis” , Jakarta

2008 : - Seminar Job Interview and Presentation Skill , Jakarta

- Seminar “Pemanfaatan TI Dalam Menunjang Pekerjaan Sekretaris” , Jakarta

INTERESTS

Design, Travelling, etc..

SKILLS

- Computer literacy on Microsoft Word, Excel, Internet.
- Fast learner, quickly incorporate and implement new procedures
- Work well independently and as a part of team