



Riska Ilmii

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Personal statement

A multi-talented business improvement, forecasting and customer relations with extensive experience in business development, marketing, sales, business analyst and field manager roles. Never stop to enhance career opportunity to share and improving skill and knowledge. A highly well organized and reliable individual with leadership oriented.

Key Skills

- Proficiency in all areas of Microsoft Office, including Access, Excel, Word, Visio and PowerPoint. Gant Chart
- Excellent communication skills, both written and verbal in English and Bahasa
- Leadership skill certified by APKLINDO training
- Advance in marketing strategy and business development
- Employee trainer skills
- Managing people and performance
- Business forecasting and planning
- Integrated marketing communication
- Operational project manager both field section and office management
- Business forecasting and planning
- Safety and health certified as "AHLI K3 UMUM"
- Supervisory skill
- Sales force
- Tender specialist
- Advance in business relations and networks
- Multi-talented positions
- Service Level Agreement (SLA)
- Strategic Business Unit (SBU)

Achievements

- Indonesian debate team for international student in Asia Pacific University in Kuala Lumpur
- Head of Marketing department for Cast Sound Industry nominated as the best media communication in Kuala Lumpur for Indonesian students.
- Event leader for Indonesian Independence day in Kuala Lumpur with collecting fund more than RM. 47,000
- The highest score candidate during APKLINDO training
- Bachelor of Science with Second Class Honours 2nd Division (Business Computing Specialism in E-marketing)
- Possessed safety and health certification AHLI K3 umum
- AAJI Certification (PT. Prudential life assurance)
- Promotion phase from Marketing Executive to Business Development and Business Development Manager
- Awarded as "the best marketing concept" for final project in year 2

Employment History

Business Development Manager, PT. PREMIER SERVICES, Jakarta Raya

(2013 – Present)

Facility Services Company that provides cleaning service, security, parking management and building construction for expatriate private sector. (Medium scale website www.premierhomecleaning.co.id)

Achievements and responsibilities:

- Responsible to handle VIP client complaint's and needs
- Create weekly task for marketing and sales executive and reported to senior management.
- To provides gant chart and project timeline.
- Controlling finance in creating project budget and operational fund
- To provide a safer workplace by giving weekly proper brief in health and safety regulations
- Proactively meet, communicate and dealing with major clients to perform good relation and network.
- Performing after-sales service and maintain connection with existed and new clients
- Issuing Service Level Agreement as well as monitoring the implementation
- Joining several international communities to learn and understand about clients needs and prospecting opportunities from it
- To analyst business industry among competitor and creating competitive advantage
- To expand business by engaging B2C and B2B
- To develop sales and marketing executive talent by helping them in creating service campaign programme, advertising and promotion
- Customer relations Management planning and executing
- To assist and direct subordinates team for weekly and monthly task
- To develop and extend multinational clients
- Perform market research and market plan from monthly to yearly
- Keep update with market trends and consumer behaviour
- To define strategy of new services and competitive pricing comparison by regional area
- Effectuate pitching and dealing process in collaboration with senior management
- Communicate with third parties supplier and consultant.
- Create new business partnership.
- Comprehensive negotiation skill with total acquired private asset maintenance sector IDR. 476,000,000, -/annum.

Business Development Executive, PT. YASMINA PILAR UTAMA, Jakarta Raya

(2011 – 2013)

Facility Services Company that provides cleaning service, security, parking management and building construction for private and government sector

Achievements and responsibilities:

- Understanding of market trends about facility services to extend the service.
- To prepare weekly to monthly report to senior management.
- Preparing pitching strategy and presentation.
- Understanding of consumer behaviour especially for expatriates clients due to different culture and perspective.
- Presenting new method of service to clients in order to add more service that leads revenue increment.
- Joining several international communities to learn and understand about client's needs and prospecting opportunities from it.
- Meeting with clients in proposing new services and maintaining existed client to broaden company service.
- Assisting client to use company based on their needs properly.
- A done deal 6 billion/annum tender project for DPR in 2012-2013.
- Dealing and acquired private apartment project with total project IDR. 648,000,000, -/annum.
- Dealing and acquired private hospital sector in Garut (RS Annisa Queen) with total project IDR. 348,000,000, -/annum.
- Dealing and acquired government project tender (Mahkamah Agung) with total project IDR. 2 billion/annum.

Marketing Executive, PT. YASMINA PILAR UTAMA, Jakarta Raya

(2010 – 2011)

Facility Services Company that provides cleaning service, security, parking management and building construction

Achievements and responsibilities:

- Implementing marketing strategy start with planning, organizing and executing to meet new and potential clients
- Performing good analytical skill in meeting situation and understanding client needs
- Create a solid team to pitch and persuasive client
- Issuing presentation materials by giving proven chemical product.
- Reporting meeting report to senior management and the result.
- Evaluating marketing tools from website to social media
- Conducting market research about chemical cleaning and import cleaning equipment.
- Manage marketing budget and positioning marketing team to be more sales oriented.
- Dealing and acquired government project tender (DRPD) with total project IDR. 4 billion/annum

International Student Sponsorship, Prima Agri Sdn.Bhd., Kuala Lumpur

(2009 – 2010)

Food industry that focus on manufacturing meat product to frozen food.

Achievements and responsibilities

- Monitoring food process from scratch to finished product.
- To help Quality Assurance manager checking all delivered raw material from suppliers
- Understanding of ISO 9000: 22000
- Possessing visa requirement for foreign labour.
- Ensuring all the food process follows Standard Operational Procedure.
- Responsible to checking and rend report for all raw materials from supplier based on company standards.
- Quality Assurance knowledge in every stage from raw material until the product ready to distribute.
- Time management issued and solve in manufacturing process.
- Recruitment process from labour to management position in every stage and requirement.
- Acquire data from storage to distribution centre.
- Communication and collaboration of team work with more than 5 countries to understanding every culture and work ethic.

Education

(Staffordshire University in collaboration with Asia Pacific University)

(2007 – 2010)

Bachelor of Science with Second Class Honours: 2nd Division in Business Computing specialism in E-Marketing

High School (Bakti Mulya 400 International Class, A level equivalent affiliated by Cambridge)

(2004 – 2007)

First rank in Social studies

Junior High school (SMPN 19)

(2001 – 2004)

Hobbies & Interests

A food passionate and love travelling even though I must go alone since I love to meet new people and new environment, some sport activities are basket ball, soccer and baseball. My favourite interest is to join any organization to meet new network and gain many perspective from different thoughts.