Hrd Manager  
  
  
Dear Manager,  
  
My name is Yahya A Yamin, I have finished my study in Institute Technology of Bandung and received a Bachelor's Degree, majoring in Electrical Power and minoring in Business and Management on September 20, 2013.  
  
After reading over the job description on the the company website, I realized that the skills and traits you desire are ones that I not only possess but love exhibiting and contributing with. I have three years experience in Account/Project Management and Marketing. I also have Broad knowledge about Media and Computer literate (Words, Excel, Power Point, CorelDraw, Photoshop, Visio, PremierPro) and Technology Savvy (internet usage, google analytics,social media marketing).  
  
Previously, I worked as marketing manager at PT Bangunindo Teknusa Jaya, one of technology company in Indonesia that have built various projects and services such as IT consulting, website development, technology infrastructure services, network system, finance banking support system, entreprise software, advertising campaign, mobile game&app, and R&D among others. I handled clients such as Bank Indonesia, XL Axiata, Bluebird, CIMB Niaga, Smartfren and Telkomsel.  
  
I’m truly passionate about my work and always eager to connect with other marketers. While I enjoy all aspects of my job, I think my favorite stage of a project is working with the client or business unit leader to understand his or her business objectives. As we go through that collaborative process, the ideas start to flow and that’s always the fun part.  
  
Enthusiasm, hardworking and teamwork-oriented are the exact qualities you are seeking in your job description. I possess all of these and look forward to employing them as Account Manager at your company.  
  
I have enclosed my CV to support my application. It shows the further details of my qualifications.

Thank you for considering my application. I look forward to hearing from you.

Yahya A Yamin

Jakarta

087739861467

[yahya.yamin@gmail.com](mailto:yahya.yamin@gmail.com)

**RESUME**

**Yahya A Yamin**

SUMMARY OF QUALIFICATION :

* Three years experience in Account/Project Management and Marketing.
* An organized and detail oriented person, able to prioritize and delegate tasks effectively to ensure timely project completion within a team environment.
* Excellent analytical and numerical skills and an entrepreneurial attitude with a great interest for the online business.
* Strong presentation skills (possesses ability to make different audiences understand complex ideas/concepts and speak confidently).
* Broad knowledge about Media and Computer literate (Words, Excel, Power Point, CorelDraw, Photoshop, Visio, PremierPro) and Technology Savvy (internet usage, google analytics,social media marketing).

PROFESSIONAL EXPERIENCE :

* Marketing Manager

PT Bangunindo Teknusa Jaya

January 2013 – April 2015

* + Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans.
  + Maintains relationships with all media to ensure the most effective messaging and positioning of the organization.
  + Manages marketing budgets and evaluating marketing performance.
  + Recruits specialists and sub-contractors.
  + Monitors sub-contractors to ensure guidelines are maintained.
* Cofounder and CMO

Forspeedauto

March 2012-December 2013

* + Develops goals, ideas and initiatives that improve the organization's performance, manage costs, and drive change at all levels.
  + Builds the team and delegate management responsibilities to them regarding marketing strategies, accounting methods, technology and other areas.
  + Utilize strong analytical ability to evaluate end-to-end customer experience acrossmultiple channels

EDUCATION

* Institut Teknologi Bandung

Bachelor’s degree, Electrical Engineering

2008-2013

ORGANIZATIONAL EXPERIENCE :

* Project Manager

TEDxBandung

January 2011-October 2011

* External Relation Staff

Himpunan Mahasiswa Teknik Elektro ITB

2009

* Videography Crew Candidate Leader

Liga Film Mahasiswa ITB

2008

* Staff

Himpunan Pengusaha Muda Indonesia ITB

2012