

Muchamad Rajif

Bandung Indonesia 26/Mar/1992

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Summary

A productive person with a proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

Education

Padjadjaran University

2012 - 2017 | Humaniora

GPA: 3.18/4.00

I focus on psycholinguistics courses so I can research dyslexia syndrome in terms of how to use written or spoken language.

In the end, I made a thesis about the dyslexia syndrome

Experience

Fatiha Sakti (Fast-8)

Aug 2022 - Oct 2022 | Trainer & Implementor

- Conduct application usage training for clients
- Help design effective training programs training materials such as modules, videos, presentation slides, and others.
- Communicate with clients to schedule training sessions and ensure all training schedules are perfect
- Client complaints, Identify the cause of the problem and provide the best solution to resolve the client's problem
- Identify user needs and provide improvement suggestions based on feedback obtained from clients
- Cooperate with other divisions about client requests and needs

WORLD INNOVATIVE TELECOMMUNICATION

Jan 2021 - Mar 2022 | Sales Supervisor

- Led operations promoting productivity through high-quality coaching and mentoring.
- Sales Data Analysis To Determine The Strategy To Be Used
- Compiled data in Salesforce to prepare monthly sales reports facilitating managerial decision-making.
- Supervised deployment of sales orders and stock control function.
- Closely monitored team performance by conducting observations and tracking key metrics, identifying and managing underachievers appropriately.
- Trained and mentored employees to maximize team performance.
- Monitored operations to ensure employees followed relevant procedures and worked towards defined Key Performance Indicator (KPI) targets.
- Planned, organized and executed promotional events.
- Managed visual displays for focus product company to drive exposure and increase revenue.

PT WORLD INNOVATIVE TELECOMMUNICATION

Oct 2017 - Dec 2020 | Trainer

- Delivering Product & Soft Skill Training Materials for Active and Inactive Employees
- Field Analysis to Know Market Share & Making Strategy Materials
- Recruiting for Prospective Promoters and Sales
- Led recruitment team and trained, mentored and developed new promoters.
- Provided additional materials to enhance training.
- Planned and led training programs on staff development.
- Measured quality and effectiveness of training programs using established methods.

SDN Kananga

Jan 2016 - Dec 2017 | Teacher

- Teaching Indonesian Language Subjects
- Doing Research Regarding Dyslexia Syndrome
- Making a thesis on dyslexia syndrome

Silver Stamp

Jan 2010 - Aug 2010 | Staff

- Making Designs for Stamps
- Doing Stock Taking Stamp & Ink Products Make Sales Report

Skills

Training Management, Product presentations, Public speaking, Team Management, Leadership, Microsoft Office, PowerPoint, Corel Draw

Interest

Movie, Music

Languages

Indonesian, Sundanese & English.

Awards

- Make a thesis about dyslexia syndrome
- Best Reno 5 first selling as a Trainer
- Best sales in Iot category

Social Profile

LinkedIn:

[linkedin.com/muchamad-rajif-148a59163](https://www.linkedin.com/in/muchamad-rajif-148a59163)