



[David Pratama]

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About Me

I'm David Pratama, graduated from Accounting University of Pancasila in 2015. I have experience as a Person In Charge at PT Anugrah Terpercaya Kerja in Kalbe Division with achievements above 100% work efficiency using Sales Dashboard Report Analysis. I have an interest in a career as a Manager and proficient in using Microsoft Office Tools.

Ability & Competence

- Microsoft Word, Excel & Power Point
- Microsoft Excel (Hlook Up, Vlook Up, IF & Pivot)
- Report Dashboard
- Data Management
- Requirment
- Presentation Public or Vendor
- Review Sales , Achievement Sales & Action Plan
- Financial Report
- Timetrack Systems
- Detail Oriented
- Manajemen Analyst
- Engagement Relationship
- Google Form for Report Daily

Work Experience

PT.Arina Multi Karya (Jakarta, Indonesia)

Person In Charge Boehringer Ingelheim (September 2015–Maret 2016)

- Job achievements: Increase the efficiency of achieving SPG and MD sales targets with field visits to checking invoices

- Responsibility for monitoring SPG & MD starting from attendance, payroll, sales achievement, to managing BPJS employee claims
- Fulfillment of man power, candidate search process, interview selection, complete requirements and submission of PKWT

PT.Bank Central Asia (Jakarta, Indonesia)

Financial Advisor (September 2016– Juli 2017)

- Conduct product introductions to customers, educate customers about the importance of Life Insurance for the families of Priority Bank Central Asia customers, conduct cross selling and achieve sales targets.
- Input Sales Report and customer data to Sales Manager
- Branch Office visits to sell products to priority customers

PT.Arina Multi Karya (Jakarta, Indonesia)

Admin Data Entry (Februari 2018– Januari 2019)

- Checking the expired data of PT. Nestle Indonesia 5 years and under to be archived
- Input Nestle Professional machine number, compile Nestle Professional machine data
- Report compile number of National Professional Nestle machines

PT.Anugrah Terpercaya Kerja (Jakarta, Indonesia)

Person In Charge Kalbe Nutritionals (6 Februari 2019– 3 September 2021)

- Fulfillment of man power, candidate search process, interview selection, complete requirements and PKWT submission.
- Monitoring SPG reports and checking SPG daily report templates

- Monitoring SPG sales using Dashboard Report Analysis from Google Form, analysis of sales achievement per day, issue & action plan per day, recap of attendance report SPG Google Form.
- Checking payroll system database for all man power, checking BO Sales Final Salary report
- Store visits to monitor the team in the field, as well as visits to Jakarta and Depok branch offices for marketing engagement
- Update the database by Kalbe Nutritionals system, input the data bank of Kalbe Nutritionals applicants
- Mapping Kalbe Nutritionals FPE visits, Compile Report Mapping Kalbe Nutritionals FPE visits, Mapping Kalbe Nutritionals NHC visits, Compile Report Mapping Kalbe Nutritionals NHC visits
- Follow Up Report Monthly Sales All Frontliner from Branch Admin, checking FPE and NHC canvas activity deposits with Branch Admin
- Conduct all frontliner assessments in each branch with BHO, BHKN and BR
- Help solve problems or fraud committed by Frontliner
- Monthly of Review which contains sales frontliners, quota fulfillment, BPJS registered fulfillment, issues and action plans presented to Operations Manager, CHDev Kalbe Nutritionals, Trade Marketing Manager Kalbe Nutritionals

Education

University of Pancasila (2006–2014)

Major S1 Accounting – IPK 2,46

- Computer Application Lab, Advanced Financial Accounting Training, Corporate Budget Training, Basic Financial Accounting Training in 2014
- English tutoring at the LIA Preparatio Course for the TOEFL 2007 and 2014

Unggul Sakti High School Jambi (2003–2006)

Major IPS

- Commander of Paskibraka SMA Unggul Sakti Jambi 2006
- Recording Song of SMA Unggul Sakti 2005
- Finalist of the Top 10 Yamaha Music Store Jambi Opening Band Festival 2005

Award

- Certificate Lab Aplikom University Of Pancasila (25 May 2007)
 - Certificate Pelatihan Anggaran Perusahaan University Of Pancasila (19 March 2014)
 - Certificate Pelatihan Akuntansi Keuangan Dasar – Perusahaan Dagang University of Pancasila (19 March 2014)
 - Certificate Pelatihan Akuntansi Keuangan Lanjutan University of Pancasila (19 March 2014)
 - Certificate TOEFL from LIA English Course University of Pancasila , score 417 (1 December 2014)
 - Certificate Financial Advisor Basic Training Program BCALife (9 January 2017 – 20 January 2017)
 - Agency Certification of Life Insurance and Agency Certification of Unit Linked Product from Agency License Certificate AAJI (17 January 2017)
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Contact Reference

Mr.Uriyanto, HRD

PT Anugrah Terpercaya Kerja

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