

RETNOKUSBIANTO,A.md

CURRICULUM VITAE



INFO

**Phone**

085923237075

**Email**

retno_kusbianto@yahoo.co.id

**Place, Date of Birth**

Ciamis, 26 December 1991

**Address**

Jl. Babakan Jeruk 1 No 76
Pasteur, Bandung
West Java

SKILLS

Language Skill

- Bahasa Indonesia (native)
- English

Computer skill

- Microsof Office
Ms. Word Ms.
Excel
Ms. PowerPoint
- Internet Access



WORK EXPERIENCE

2021 -2023

PT. Kusuma Putra

Executive Assistant Manager : Tasked with assisting the manager in his daily professional or personal life, so that he can focus on higher-level tasks.

2019 -2021

Bobobox Capsule Hotel (Bandung)

Front Office : Receive and handle room bookings take care of guest bill payments during hotel stays, handling complaints of guests staying at the hotel.

2015 -2019

Orange Home Syariah Hotel (Bandung)

Front Office/ E-Commerce : Handle Channel Manager (Book and Link), OTA Extranet, Recap of ranking, scoring, guest review, set rate plan, allotment, add promotions, close out, etc

2013 -2015

PT. Cipaganti Tbk (Jakarta)

Customer Service Officer, Help to increase the sale up to 20-30%, in the weekend by the using waiting list system



EDUCATION

FORMAL

2010 -2013

POLITEKNIK LP3I BANDUNG

Business Administration

2007 -2010

SMAN 1 Sindangkasih, Ciamis

NON FORMAL

2011

LP3I English Course Tasikmalaya LP3I

2011

Computer Course in Tasikmalaya



ORGANIZATIONAL EXPERIENCE

2012 - 2013

Leader of Administration Student Association

Administrasi Bisnis Politeknik LP3I Bandung

2010 - 2012

Member of OML (Orientasi Mesjid dan Lingkungan) in LP3I Tasikmalaya

2007 -2010

Member of IREMA (Ikatan Remaja Mesjid) SMAN 1 Sindangkasih, Ciamis

2007 -2010

Member of PRAMUKA SMAN 1 Sindangkasih, Ciamis

2004 -2007

Member of OI (Orang Indonesia) "Association for Environmental and Adventure Activity"



TRAINING & SEMINAR

- **2012** Certification of Program Pendidikan Profesi 2 (Dua) Tahun in LP3I Tasikmalaya
- **2011** Certification Achievement of TOEIC "Test of English for International Communication" in LP3I Tasikmalaya
- **2011** Seminar of Accounting "Implementasi Tahap Pengikhtisaran Akutansi" in LP3I Tasikmalaya
- **2011** Seminar "Handsome Class" in LP3I College Tasikmalaya
- **2011** Seminar "Table Manner" in HOTEL CROWN Tasikmalaya
- **2011** Training of Office Work Practice in PERUM PERHUTANI (Perusahaan Umum Perhutanan Indonesia) KPH Tasikmalaya
- **2011** Certification Achievement OF "Company Visit" from PT INDOSAT Tbk,
- **2011** Member of Company Visit LP3I in PT. Coca Cola Amatil Indonesia, Bandung
- **2011** Member of Company Visit LP3I in PT. Agronesia, Bandung
- **2011** Member of Company Visit LP3I in BURSA EFEK INDONESIA, Jakarta
- **2010** Certification of PSPL (Program Studidan Pengenalan Lingkungan) Activity, in Sindangkerta, Tasikmalaya
- **2010** Certification of LP3I's Field Study "Get Smart on Your English" activity, in Pangandaran
- **2010** Seminar "Motivation, sex education, religion" in Gedung Galih Prawesti
- **2010** Having Computer Certification in LP3C Putra Galuh Ciamis
- **2010** Member of Company Visit LP3I in PT. Raya Sugarindo Inti, Tasikmalaya



ADDITIONAL INFORMATION

- Schedule, remind managers of important tasks and deadlines
- Create, compile and prepare reports, presentations and more
- Take care of all matters related to administration and maintain procedures and filing systems.
- Monitoring emails regarding reporting and preparing communications on behalf of superiors
- Answer phone calls and arrange trips
- Organizing and planning meetings, up to making meeting minutes
- Work with the administrative team to create information data related to presentations in various meetings
- Prepare documents and maintain them for digital records of ongoing projects
- Be able to control and monitor financial report
- Having a high level negotiation skill
- Be able to give the best services to customer and sell the products
- Having a good analytical skill and hard working



PERSONALITY

- Having religious personality, honesty and discipline
- Having good appearance
- Energetic, be confidence, having good personality and hard working
- Having responsibility
- Be able both working independent and in team
- Be on time and adaptable
- Willing to be placed through out the company work area

