

# RESUME

## ABDUL HALIM, ST

Perumahan Nuansa Tama Raya 2 B4  
Jln. Sei Mintan – Simpang Tiga  
Kec. Bukitraya  
Pekanbaru - Riau

Mobile phone : 0812 6111 9439; 089666666619

Email : [abdulhalim.mp3@gmail.com](mailto:abdulhalim.mp3@gmail.com)



## WORK EXPERIENCE

Juli 2014 – Nov 2016

Position as an **Territory Manager PT. Bangun Harta Mandiri**  
Authorized Distributor Product 3 (PT. Hutchison 3 Indonesia)

Job Description :

- Sales Target, Revenue Target & Retail Development
- Responsible for coordinating and monitoring the work of Sales Executive, Marketing Officer & Adm in achieving Distributor profitabilities
- Execute Marketing Program form Principal (Tri) | (Trade & Consumer Program)
- Develop Tactical Program for maintaining Sales Trend
- Responsible for managing and providing the reports for daily and weekly work field results

Dec 2011 – Jun 2014

Position as an **Territory Manager Area Pekanbaru Inner CV. Vyto Global Media** (Authorized Distributor Product 3 (Tri) Area Pekanbaru-Padang)

Job Description :

- Sales Target, Revenue Target & Retail Development
- Responsible for coordinating and monitoring the work of Sales Executive, Marketing Officer & Adm in achieving Distributor profitabilities
- Execute Marketing Program form Principal (Tri) | (Trade & Consumer Program)
- Develop Tactical Program for maintaining Sales Trend
- Responsible for managing and providing the reports for daily and weekly work field results

Juni 2009 – April 2011

Position as **Sales Taking Order & Collector at PT. Henson,**  
(Distributor Orang Tua Product)

Job Description :

- Ensure effective and efficient distribution activities by monitoring product availability, freshness, visibility, price, and selling out of company products as well as competitors' in area / district in order to maintain product competitiveness at Routine Retail Outlet (RRO) level
- Advising customers about delivery schedules and after-sales service
- Maintaining & developing relationship with existing customer & finding new customer
- Recording sales and order information and send copies to the sales office
- Agreeing sales, prices, contracts, payment and make sure that payment not over due
- Promoting new products and any special deals

September 2006 – May 2009

Position as **Sales Taking Order & Collector at PT. Karya Niaga,**  
(Distributor Nestle Product)

Job Description :

- Ensure effective and efficient distribution activities by monitoring product availability, freshness, visibility, price, and selling out of company products as well as competitors' in area / district in order to maintain product competitiveness at Routine Retail Outlet (RRO) level
- Advising customers about delivery schedules and after-sales service
- Maintaining & developing relationship with existing customer & finding new customer
- Recording sales and order information and send copies to the sales office
- Agreeing sales, prices, contracts, payment and make sure that payment not over due
- Promoting new products and any special deals

May – Agustus 2006

Position as an **Spreading Motorist (contract)** at **PT. Kalbe Farma OTC**

Jan – Dec 2005

Position as an **Sales Food Service** at **PD. Mega Cipta Lestari Bukittinggi (Distributor Nestle Product)**

Job Description :

- To distribute the products to outlets, stores customers through Bukittinggi Area
- Responsible for creating and providing the sales reports such as Call Outlet report and all that are relating to the company
- Responsible for the bills and invoice in the work field
- Responsible for taking care of all the tools and facilities that are provided by the company to complete all the company's activities

## **QUALIFICATION :**

- Advance in operating computer software such as :  
Microsoft- Office / Windows : Ms – Words, Ms – Excel, Ms Power Point, Ms – Outlook and Internet
- Able to work as a team member
- Highly discipline and multi tasking person
- Reliable, hard worker and diligent
- Highly Responsible with a lot of initiative and also innovative
- Able to provide the best services for customers and clients
- Qualified in riding vehicles for cars and motorbikes
- Highly loyal

## **EDUCATIONAL ATTAINMENT**

University : 1998 - 2004

Bachelor of Mechanical Engineering (S1) Universitas Bung Hatta  
Padang

## **CERTIFICATE / TRAINING**

- ✓ Retail & Distribution Service, PT. Henson
- ✓ Pengembangan Leadership & Management Program\_November 2012, Acces One