

SEPTIA PUTRI ANDRIANI



PROFILE

I'm looking for a new role or job in the field of human resource, admin, general affair, purchasing, customer relations, account executive, etc. I am a hard worker, creative, initiative, disciplined, friendly, responsible, leadership and have high integrity. I was able to provide the best solution in the works.



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Perum Puri Kosambi I
Blok WW No. 4 Kec. Klari
Kab. Karawang 41371

CERTIFICATE

- 2011** | The committee of english competition IX provided by SMAN 1 Karawang
- 2011** | Olimpiade Sains Tingkat Kabupaten Karawang provided by Pemerintah Kabupaten Karawang Dinas Pendidikan Pemuda Dan Olahraga Kabupaten Karawang
- 2012** | Latihan Kepemimpinan Manajemen Mahasiswa (LKMM) Tingkat Regional Badan Eksekutif Mahasiswa Politeknik Pertanian Universitas Andalas provided by Badan Eksekutif Mahasiswa Politeknik Pertanian Universitas Andalas
- 2012** | Program Pendidikan dan Pelatihan Komputer provided by SMAN 1 Klari Karawang

LANGUAGE



ORGANIZATION EXPERIENCE

- 2008 - 2009** | OSIS of SMP Negeri 1 Klari as Financial Management
- 2010** | Head of Paskibra SMA Negeri 1 Klari
- 2013 - 2014** | BEM Akademi Kebidanan Widya Husada Payakumbuh as Manager of Education Coordinator

SKILL



EDUCATION

- 2012 - 2015** | Akademi Kebidanan Widya Husada Payakumbuh
College
Midwife
GPA: 3,51 in scale of 4.00
- 2009 - 2012** | SMA Negeri 1 Klari (Science Program)
Senior High School
Karawang
- 2006 - 2009** | SMP Negeri 1 Klari (Excellent Class)
Junior High School
Karawang

WORK EXPERIENCE

PT. Lifull Media Indonesia

Position : Account Executive

Joined : August 2017 – December 2020

Responsibilities :

- a. Create and prepare quotations and invoices (paper work)
- b. Make a bussiness proposal to submit to the clients
- c. Do a presentation and negotiation with clients
- d. Arrange the promotional period that will be carried out
- e. Create promotional content for digital marketing
- f. Arrange and monitoring digital marketing campaign
- g. Searching new clients and follow up existing clients
- h. Arrange the client's projects to promotion with influencer
- i. Create the digital marketing campaign report
- j. Contact the clients who have not completed the promotion fee
- k. Telemarketing

PT. Intan Husada (RS Citra Sari Husada)

Position : Customer Care Staff

Joined : February 2016 – February 2017

Responsibilities :

- a. Handling of insurance guarantee demand
- b. Handling of BPJS Kesehatan, BPJS Ketenagakerjaan, Jasa raharja & JAMKESDA demand
- c. Giving information to patient's family for arrangement requirement of BPJS Kesehatan, BPJS Ketenagakerjaan, Jasa raharja & JAMKESDA
- d. Registration of hospitalization for patients
- e. Wrote and recorded archives inpatients
- f. Setting the rooms for patients
- g. Media for complaints, criticism, and suggestion patient's family
- h. Media for information about doctor's schedule

SOCIAL



<https://www.linkedin.com/in/septia-putri-andriani-a03b52146/>



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