

Putri Amalia, S.A.B.

+62 837 8380 333 | putri.amalia@gmail.com | Jakarta, Indonesia
<https://www.linkedin.com/in/putri.amalia-6656fedff07>

Dedicated and results-driven professional with over a year of experience in Business Development. Proven ability to establish and maintain excellent communication and relationships with clients. Increased sales by over 25% annually while maintaining 95% customer satisfaction rates. Have a strong commitment to deliver exceptional results.

Education Level

- University of Indonesia** Aug 2017–Sept 2021
- Bachelor of Administration Business (GPA 3.75/4.00)**
- Graduated with cumlaude as a top-performing student in the Business Administration program
 - Enhanced analytical skills through relevant coursework such as Business Analytics & Market Research

Working Experience

- PT Tech Solutions Tbk** Dec 2022–Present
- Business Development Associate*
- Develop and implement operational strategies, resulting in a 25% increase in annual sales & maintained 95+% customer satisfaction rates.
 - Analyzed operational processes and identified areas for improvement, leading to cost savings of Rp50.000.000 annually
 - Maintained standard operating procedures (SOPs) and ensure compliance with industry regulations
 - Managed vendor relationships and negotiated contracts to optimize service levels and reduce expenses

- Meta Finance Indonesia** Nov 2021–May 2022
- Marketing & Sales Support Intern*
- Conducted market research and competitive analysis, analyzing data from 50 market segments to identify potential business opportunities
 - Assisted in the development of targeted marketing strategies and promotional campaigns, resulting in a 50% increase in brand visibility and customer engagement
 - Collaborated closely with sales teams, contributing to a 40% expansion of the customer base within the target market

- Fino Logistics Indonesia** Jul 2020–Sep 2020
- Finance Administration Intern*
- Processed 80+ invoices for accounts receivable transactions weekly
 - Assisted in financial data analysis using Excel to support decision-making

Organizational Experience

- Himpunan Mahasiswa Jurusan Administrasi Bisnis (HIMA BIS)** Jan 2018–Jan 2019
- Head of Partnerships Division*
- Led a team of 5 partnership managers and establish relationships with over 200 strategic community partners
 - Executing communication strategies to enhance the organization's engagement within our target audience

Skills and Language

- Soft Skills:** Sales & Marketing, Negotiation, Relationship Building, Project Management, Customer Focus, Communication, Strategic Planning, Result-driven
- Hard Skills:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Sheets, Google Calendar
- Language:** English (Advanced/TOEFL Score: 523), Bahasa Indonesia (Native)

Sertakan **portfolio** (jika relevan) & **kontak** (email & nomor aktif) +3

Tulis 3–5 kalimat perkenalan diri yang memuat *highlight* **pencapaian & pengalaman**. +4

Jelaskan perjalanan **pendidikan** (mulai dari yang terkini) beserta prestasi akademik & IPK +5

Urutkan dari pengalaman **terkini**

Mulai dengan **kata kerja** & sertakan **kata kunci yang relevan** dengan **posisi** yang dilamar +20

Tuliskan **impact**. Sangat nilai *plus* jika **terkuantifikasi**, misalnya jumlah, persentase, peningkatan +40

Masukkan **pengalaman organisasi & leadership-mu**, sertakan prestasi & kuantifikasi +25

Masukkan informasi lain yang relevan, termasuk **skills** dan **penguasaan bahasa asing** +3

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