

Curriculum Vitae

Personal Information

Name : **Muhammad Kholky**
Gender : Male
Place /Date of Birth : Bandung, March 27 1987
Citizenship : Indonesian
Marital Status : Single
Height and Weight : 168 cm, 85 kg
Healthy : Very Good
Religion : Islam
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Education

» Formal

1992 - 1998 : SD Negeri Korpri 2 Baleendah
1998 - 2001 : SMP Negeri 1, Baleendah
2001 - 2004 : SMU Negeri 1, Baleendah
2004 – 2009 : Program Sarjana (S-1) Manajemen Universitas Widyatama

» Non Formal

2006 – 2008 : English Course EEP Bandung

Ability

1. Leadership
2. Selling Skill
3. Organizing
4. Fast Decision

Work Experiences

1. Work at PT. Daya Anugrah Mandiri,

Periode : November 2009 – November 2012

Position : Branch Head

Job Description :

- Responsible for the branch, both from the Operations and Administration
- Make PDCA (Planning, Do, Check, Action) each month
- Control Availability of stocks and sales
- Controlling Company Profit
- Controlling Account Receivable
- Employee Recruitment
- New Employee Training

2. Work at PT Samekarindo Indah (Suzuki Kalimantan Timur)

Periode : November 2012- Mei 2016

Position : Trainer

- Carry out various Programs Training dan Role Play:
- Sales Trainee Development Program (STDP)
- Standar Pelayanan Suzuki (SPS)
- New Product Knowledge
- Role Play
- Calculation Credit Training
- Six Position Walking Around (SPWA)
- Monitoring Coaching & Counseling
- Provide Report Training & Role Play to Principle
- Create And Manage Sales Person Database
- Recapitulating data training that has ever been and has never been
- Recapitulating Grading Point Sales Person

3. Work at PT Samekarindo Indah (Suzuki Kalimantan Timur)

Periode : November 2012 – Mei 2016

Position : Sales Head

- Responsible for the branch, both from the Operations and Administration
- Make PDCA (Planning, Do, Check, Action) each month
- Make an Effective Sales Strategy
- Controlling Prospect Data Cards, from the start of Prospects to Delivery Orders
- Control Availability of stocks and sales
- Controlling Customer Satisfaction
- Control Account Receivable
- Employee Recruitment
- New Employee Training
- Developing Automotive Community

4. Work at PT Sumber Trada Mobilindo (Mazda Bandung)

Periode : Juli 2016 – November 2016

Posisi : Sales Head

- Responsible for the branch, both from the Operations and Administration
- Make PDCA (Planning, Do, Check, Action) each month
- Control Availability of stocks and sales
- Controlling Company Profit
- Controlling Account Receivable
- Employee Recruitment
- New Employee Training

5. Work at PT Nusantara Jaya Sentosa (Suzuki Bandung)

Periode : November 2016 – April 2018

Status : Pegawai Tetap

Posisi : Sales Head

- Responsible for the branch, both from the Operations and Administration
- Make PDCA (Planning, Do, Check, Action) each month
- Controlling Account Receivable
- Employee Recruitment
- New Employee Training

