

# CURRICULUM VITAE



## Personal Information

Name **Yuliana Widya Ratnawaty**  
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**Bandung, INDONESIA**  
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E-mail Address **[ywr251072@gmail.com](mailto:ywr251072@gmail.com)**  
Nationality **Indonesian**  
Birth of date **Oktober 25<sup>th</sup> , 1972**  
Sex **Female**  
Mobile Number **0812-133-53-853**

## Desired employment / Occupational field

**Account Payable, Receivable , Exim & Sales Coordinator**  
**Sales Manager**  
**Senior Sales Executive & Sales Coordinator**  
**Building Manager**  
**Pre-Opening Team**  
**Project Officer & Personal Assistant**  
**Own Business**  
**Building Manager**  
**General Affair & Human Resources**  
**Customer Service & Operational Back Office**  
**Account Executive & Trader**  
**Management Development Programme**

## Work Experience

**Dates** **June 1<sup>st</sup> 2015 - Now**  
**Occupation or position held** **Account Payable, Receivable, Exim & Sales Coordinator**  
**Main activities and responsibilities**  
- In charge of sales development for 10 dedicated key account customer.  
- Key account management (develop sales strategy for dedicated Key account customer).  
- Responsible for the Key Accounts Projects (work on cost prices/Gross margin).  
- Market strategy (information from competition, evaluation of the market, organization of exhibitions.  
- In charge of sales for Group (Australia and New Zealand area)  
- Coordinate logistics & production in accordance to export orders.

Name and address of employer	<ul style="list-style-type: none"> <li>- Work on new solutions to reduce leadtime for delivery and on-going communication with Groups.</li> <li>- Support the sales agents located in South-East Asia.</li> <li>- Work on quotations and find out the most suitable products for customer.</li> <li>- Work on Account Receivable for customer we held, make sure that customer not failed on 'payment , collect payment.</li> <li>- As adding work description job, have extra job to help finance on Account Payable regarding 'vendors payment.</li> <li>- First coming to this company, held purchasing department and main jobs was controlling 'all purchase order including for import item. In this job as well have the responsible to make 'sure that all the item on purchase should done receipt in our warehouse. This was means 'have the job for export import as well.</li> <li>- Handling export to other country regarding all the document , arrange shipment and 'communication as well.</li> </ul>
Type of business or sector	<p><b>PT. Selectrix Indonesia</b>  Kawasan Industri Jababeka I, Jl. Jababeka XIV Blok J No. 10A Cikarang Bekasi  Telp. 021-8934660  Fax. 021-8934661/62  <u>Contact Person :</u>  Mr. Nana Triana , H&amp;R Manager</p> <p>Manufacturing</p>
<b>Dates</b>	<b>May 8<sup>th</sup>, 2014 - April 15<sup>th</sup>, 2015</b>
Occupation or position held	<b>Sales Manager</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- In charge of sales development for dedicated key account customer.</li> <li>- Key account management (develop sales strategy for dedicated Key account customer).</li> <li>- Market strategy (information from competition, evaluation of the market, organization of exhibition.</li> <li>- Coordinate logistics &amp; production in accordance to orders received.</li> <li>- Working on new solutions to reduce leadtime for delivery and on-going communication with all customers.</li> <li>- Working on quotations and find out the most suitable products for customer.</li> <li>- Taking care of meeting with the customer for new product including sample, quotation then order to be shipped and done with orders.</li> <li>- Retention customers.</li> <li>- Handling customer complaints and making sure the achievement for delivery performance.</li> </ul>
Name and address of employer	<p><b>PT. Abacus Kencana Industries</b></p> <p><b>Plant I :</b>  Jl. Imam Bonjol KM.48  Cikarang Barat, Bekasi - 17520  Telp. 021-8900865  Fax. 021-89106980</p> <p><b>Plant II :</b>  Jl. Cisokan II (EJIP) Plot 4A  Cikarang Selatan, Bekasi - 17550</p>

Type of business or sector	Telp. 021-89677318 Fax. 021-89677317 <u>Contact Person :</u> Mr. Benedictus Laoda, Director, phone : 0816-918039 Mr. Sapta Nugraha, HR Manager, phone : 0881-1004401 Manufacturing
<b>Dates</b>	<b>May 21<sup>th</sup> 2012 - April 2014</b>
Occupation or position held	<b>Senior Sales Executive &amp; Sales Coordinator</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- In charge of sales development for 10 dedicated key account customer.</li> <li>- Key account management (develop sales strategy for dedicated Key account customer).</li> <li>- Responsible for the Key Accounts Projects (work on cost prices/Gross margin).</li> <li>- Market strategy (information from competition, evaluation of the market, organization of exhibitions.</li> <li>- In charge of sales for Group (Australia and New Zealand area)</li> <li>- Coordinate logistics &amp; production in accordance to export orders.</li> <li>- Work on new solutions to reduce leadtime for delivery and on-going communication with Groups.</li> <li>- Support the sales agents located in South-East Asia.</li> <li>- Work on quotations and find out the most suitable products for customer.</li> </ul>
Name and address of employer	<b>PT. Selectrix Indonesia</b> Kawasan Industri Jababeka I, Jl. Jababeka XIV Blok J No. 10A Cikarang Bekasi Telp. 021-8934660 Fax. 021-8934661/62 <u>Contact Person :</u> Mrs. Tinne Mariam , H&R Manager
Type of business or sector	Manufacturing
<b>Dates</b>	<b>November 27<sup>th</sup> 2009 - November 30<sup>th</sup> 2011</b>
Occupation or position held	<b>Building Manager / Chief Engineering</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Continuously inspect inside and outside building area to choose what kind of works should be needed to maintain, upgrading or adding facilities.</li> <li>- Handling guest comment/complaint that related to building equipment and facilities, after that following up all the problems with work order that would be needed.</li> <li>- Watching and have a responsibility for all of engineering department staff performance, even for operational and also maintenance work</li> <li>- Making a schedule for all staff with working shift or <i>staff on duty shift</i> .</li> <li>- Follow daily report and have an effective communication with staff to maintain a good relationship.</li> <li>- Prepare and controlling yearly maintenance budget projection.</li> <li>- Make a monthly report for all of the department activity to General Manager then will be sent to Managing Director.</li> <li>- Maintain a good relationship with the government. It will be needed for all of the license should be prepared for hotel operation.</li> </ul>
Name and address of employer	<b>PT. Karya Abadi Samarga</b>

Type of business or sector	Jl. Cihampelas No. 160 Bandung Telp. 022-2061111 Fax. 022-2061030 <u>Contact Person :</u> Ibu Lisa Subali , Director : phone : 0811-214868 Bpk Denny Subali, Managing Director : phone : 0812-2037229 Hospitality
<b>Dates</b>	<b>June 2009 - November 27<sup>th</sup> 2009</b>
Occupation or position held	<b>Pre-Opening Team</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Prepare all of the supplies would be needed for hotel operation.</li> <li>- Prepare all of the equipment support for hotel operation.</li> <li>- Commisioning Test for all of the equipment before hotel running.</li> <li>- Recruitments and prepare all of things that staff needed with General Manager.</li> </ul>
Name and address of employer	<b>PT. Karya Abadi Samarga</b> Jl. Cihampelas No. 160 Bandung Telp. 022-2061111 Fax. 022-2061030 <u>Contact Person :</u> Ibu Lisa Subali , Director : phone : 0811-214868 Bpk Denny Subali, Managing Director : phone : 0812-2037229
Type of business or sector	Hospitality
<b>Dates</b>	<b>November 1<sup>st</sup> 2007 - June 2009</b>
Occupation or position held	<b>Project Officer and Personal Assistant</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Taking care all of the licenses till finished related to built the hotel and retail building, and all of the equipment that support hotel operation, also keep maintain for further licenses should be needed after.</li> <li>- Prepared all of things and document for contractor tender, till it choose one.</li> <li>- Prepared all of administratif tender document and data all of contractor that joint.</li> <li>- Become a personal assistant for the owner, taking care all of the owner needed.</li> </ul>
Name and address of employer	<b>PT. Karya Abadi Samarga</b> Jl. Cihampelas No. 160 Bandung Telp. 022-2061111 Fax. 022-2061030 <u>Contact :</u> Ibu Lisa Subali , Director : phone : 0811-214868 Bpk Denny Subali, Managing Director : phone : 0812-2037229
Type of business or sector	Mall and Hospitality
<b>Dates</b>	<b>At 2003 - August 2006</b>
Occupation or position held	<b>Owner</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Managing all of the staff, incl : production, packing, and marketing.</li> <li>- Managing all of the cash flow for the company.</li> <li>- Manage all of retailer that have an agreement with our company as well.</li> </ul>

Name and address of employer	<ul style="list-style-type: none"> <li>- Keep maintaining the quality of our product.</li> <li>- Doing marketing plan, including how is the next plan for promotion for our product and sprading the retailer.</li> <li>- Good negotiation and relationship with all of the retailer.</li> </ul> <p><b>PT. Rangga Eka Lestari</b> Bukit Cimanggu Villa Bogor</p>
Type of business or sector	Retailer
<b>Dates</b>	<b>At 2002 - 2003</b>
Occupation or position held	<b>Building Manager</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Manage all of the employee, starting with housekeeping, office boy, technician and also security.</li> <li>- Manage and controlling for building maintenance project financial.</li> <li>- Makes a plan for budgeting at the project that still running.</li> <li>- Consistenly inspect and control all of the equipment that support the building operation, and make sure that all of that running well.</li> <li>- Keep maintain a good relationship with tenant, so it will makes the environment safe and secure.</li> </ul>
Name and address of employer	<p><b>GraPari Telkomsel</b> Jl. Jend. Ahmad Yani Bandung</p>
Type of business or sector	Building Maintenance
<b>Dates</b>	<b>At June 2001 - 2002</b>
Occupation or position held	<b>General Affair and Human Resources</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Make sure that all of the staff including back office staff, housekeeping, office boy and technician work as a schedule and have a good performance in all condition.</li> <li>- Taking care of salary, bonus, and over time for all of the employee</li> <li>- Make sure that all of the complaint from tenant already following up by our staff.</li> <li>- Maintain project financial for all of the building.</li> <li>- Maintain budget and prepare for budget plan .</li> <li>- Make a monthly report what kind of activity that already done, and then preparing for collection .</li> </ul>
Name and address of employer	<p><b>Bank Indonesia dan Rumah Istirahat Bank Indonesia</b> <b>PT. Sendika Perkasa Megautama</b> Jl. Braga , Tubagus Ismail dan Setiabudhi Bandung</p>
Type of business or sector	Building Maintenance
<b>Dates</b>	<b>26 April 2000 - 26 April 2001</b>
Occupation or position held	<b>Operational Back Office / Customer Service</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Taking care of customer as a front liner, give them what they need</li> <li>- Knowing all of the banking operational.</li> <li>- Maintain the safe and secure feeling for all the customer of using our bank.</li> </ul>

	- Taking care for kliring transaction, transferred money including involved in yearly report.
Name and address of employer	<b>PT. Bank Nusantara Parahyangan Tbk</b> Kopo Branch Jl. Kopo Bandung
Type of business or sector	Banking
<b>Dates</b>	<b>At 2000</b>
Occupation or position held	<b>Account Officer / Trader</b>
Main activities and responsibilities	- Give suggestion to client and maintain, so that the client will always feel safe and secure and then continue to invested they money to our company as long as the market moving. - Make a weekly report for our client and also market moving . - Make a report to the client about Profit and Loss that have been happen to their account.
Name and address of employer	<b>PT. Indoarthamas Makmur</b> Lippo Building Jl. Gatot Subroto Bandung
Type of business or sector	Trading
<b>Dates</b>	<b>At 1999</b>
Occupation or position held	<b>Management Development Programme</b>
Main activities and responsibilities	- Learning about all of banking operational dan system. - On the job training for banking operation (aplicating to bank operate). - Follow all the procedure already set up for management development programme.
Name and address of employer	<b>PT. Bank Central Asia</b> Wisma BCA Jl. Jend. Sudrman Kav. 22-23 Jakarta-12920 <u>Contact :</u> Ibu Venny Hardijanto
Type of business or sector	Banking
<b>Education</b>	
<b>Dates</b>	<b>At 1991 - 1997</b>
Title of qualification awarded	S-1
Principal subjects / occupational skills covered	Environmental Biology (Biochemistry Knowledge)
Name and type of organisation providing education and training	Gadjah Mada University, Bulaksumur Yogyakarta
Level in national or international classification	S.Si
<b>Dates</b>	<b>At 1988 - 1991</b>
Title of qualification awarded	Grade level certificate
Principal subjects / occupational skills covered	A-2 (Biology)
Name and type of organisation providing education and training	<b>SMA. NEGERI 1 Bandung</b> Jln. Ir. H. Djuanda Bandung, Indonesia
<b>Dates</b>	<b>At 1985 - 1988</b>

Title of qualification awarded | Grade level certificate  
 Principal subjects / occupational skills covered | Junior High School  
 Name and type of organisation providing education and training | **SMP. NEGERI 2 Bandung**  
 | Jln. Sumatera Bandung, Indonesia

Dates | **At 1979 - 1985**  
 Title of qualification awarded | Grade level certificate  
 Principal subjects / occupational skills covered | Elementary School  
 Name and type of organisation providing education and training | **SD. SANTO YUSUP 2 Bandung**  
 | **Yayasan SERVIAM**  
 | Jln. Jawa Bandung, Indonesia

Dates | **1977 - 1979**  
 Title of qualification awarded | Grade level certificate  
 Principal subjects / occupational skills covered | Kidney Garden School  
 Name and type of organisation providing education and training | **TK.TUNAS HARAPAN**  
 | Jln. Cisitu Lama Bandung, Indonesia

Mother tongue(s) | **Indonesian**  
 Other language(s) | **English**  
Understanding :  
 Listening : Proficient user  
 Reading : Proficient user  
Speaking :  
 Spoken interaction : Proficient user  
 Spoken production : Proficient user

**Personal skills and competences**

VRV AC System Certified  
 Laboratory Classes  
 Teaching  
 Good Listener

Social skills and competences | extremely communicative  
 | music skills  
 | pleasant person  
 | never give up

Organisational skills and competences | leadership oriented  
 | work in team

Computer skills and competences | Good knowledge of Microsoft Word, Excel, Power Point, Microsoft Visio, Coreldraw ,  
 | Photoshop.

Skill dan kompetensi dalam seni | Good Singer

**Driving licence(s)**

A & C Category

**Annexes**

Objective: To Value my qualities: dynamism, intelligence, creativity and self confidence, trying to become everyday better, in order to exceed the highest expectations and to prove it is only the nightmare of those who "does not want to" .





