

BUDI SANTOSO

@ budisbontot 21@gmail.com

0852330300800

Perum Grend Cikarang city sakura blok G 14 no 21, karang Raharja
,Cikarang Utara , Bekasi



Objective

Sales administration professionals with more than 2 years experience in leading generation and leader qualifications, proven customer service, and communication skills to effectively fill the Sales Associate role in your company

Experience

PT ASCO PRIMA MOBILINDO

01 Oktober 2017 - 30 November 2019

Staff administrasi marketing

- Create sales reports by type unit
- Creating customer report data
- Creating customer data includes address of the date of rebirth know
- Make a letter of offer to the company
- Make a monthly report includes the total selling, the total send, the total order
- Make a proposal for an exhibition
- Inputting data in the sales MSIS system
- Input customer data in on the LMS system
- Control AR from finance / bank
- Control and prepare shipping documents
- Handling customer complaints
- Do CR-1 through CR-5
- Conduct coordination of Sorum Event
- Conduct preparations for the sorum event
- Conducting the registration process and registration
- Check customer payments
- Failing document
- Coordinate between departemen and stakeholder

PT ANZON AUTO LESTARI

09 November 2015 - 28 AGUSTUS 2017

Marketing coordinator

- Expand the network to increase sales
- Looking for new customers and repeat orders and negotiate with customers.
- Maintain good relations with customers
- Make a letter of offer to the company
- Meet company targets
- Provide good service to customer
- Analyze the market
- See the condition competitors
- Do promotion
- Make delivery on time
-
- Handle customer complaints
- Doing CR-1 to CR-5
- Coordinate the event sorum
- Supervise the sales team
- Oversee all teams can make sales
- Control the financing process in the bank/ leasing
- Making sure the sales team is at the exhibition place

PT Akita Prima mobilindo

23/04/2013 - 01/09/2015

Sales exekutive

Jobdiskripsi:

- Expand the network to increase sales
- Looking for new customers and repeat orders and negotiate with customers.
- Maintain good relations with customers
- Make a letter of offer to the company
- Meet company targets
- Provide good service to customer
- Analyze the market
- See the condition competitors
- Do promotion
- Make delivery on time



● **POLITEKNIK LP3I BANDUNG**

2011

Diploma 3

3.075

● **SMK Muhammadiyah 2 Jatinom**

2004

Smk

7.030

● **SMP NEGERI 1 JATINOM**

2004

Smp

7.00

● **SD NEGERI KEMIRI 2**

2001

Sd

7.00



Skills

● Able to sepeak english Able to operate MS Office Find out about office management including HRD, General Afair, Marketing and others



Personal Details

● Date of Birth : 19/07/1987

● Marital Status : Married

● Nationality : Indonesia