

## EDUCATION

2010 - 2015

**BANDUNG ISLAMIC UNIVERSITY**

Faculty of Communication Studies

- Public Relations

GPA : 3.00 / 4.00

## SOCIAL MEDIA



Muhammad Tuntas H

# MUHAMMAD TUNTAS HIZBULLAH



## PROFILE

I am a person who has a strong determination and never give up, can work well individually and in a team. For me, gaining the trust of others, hard work, discipline and prayer are prerequisites for success. I am ready to be responsible for all the work given and committed to give the best performance to the company.

- Bahasa Indonesia
- English

## LANGUAGES

## WORK EXPERIENCES

Jan 2020 - Nov 2020

**FEDERAL INTERNATIONAL FINANCE**

Jabar 4 Assitant Area Manager, Bogor

- Coordinate with all departments in the branch such as Branch Manager, Marketing Manager, Representative Head (Kepala Pos), Section Head so that everything can run so as to achieve company targets
- Control all operational activities in branches, especially in Credit, Collection, Recovery, Inventory
- Evaluate branch performance, including Credit, Collection, Recovery and Inventory

Jan 2019 - Dec 2019

**FEDERAL INTERNATIONAL FINANCE**

Ridar Assitant Area Manager, Jakarta

- Ensure all SOPs run according to company rules
- Prepare presentation materials for area manager review with the board of directors

May 2018 - Dec 2018

**FEDERAL INTERNATIONAL FINANCE**

Representative Head, Solok Selatan

- Responsible for POS (Point of Sales) operations as a representative of the branch and company
- Achieve the poft target that has been set by the company which directly contributes to the achievement of the branch

Aug 2017 - Apr 2018

**FEDERAL INTERNATIONAL FINANCE**

Management Development Program, Jakarta

- Participated in a training program for 1 year, including E-Learning at the Head

Apr 2015 - Apr 2017

**INFOMEDIA SOLUSI HUMANIKA, BANDUNG**

Contact Center Officer

- Serves as a call center agent who helps Telkomsel customers in handling complaints, requests and providing information, then transferred to GraPARI Telkomsel as administrative staff in charge of recapitulating activity data at GraPARI Telkomsel

## PROFFESIONAL SKILLS

- Collection Management
- Credit Management
- Recruitment
- Man Management
- Projection
- Project Management
- Project Improvement
- PDCA Cycle
- Business Process Control
- Business Management



## HOBBIES



Playing Games



Watching Movies



Listening to Music

## ORGANIZATION

- Student Mandate Council - Chairman of Commission B

## ACHIEVEMENT

- Best Area KPI Growth | 2019
- Best Growth Profit For Medium Pos | 2018
- Best Growth Ammount Finance | 2018
- Best Newbie For Contact Center | 2015

## RELATED SKILLS

- Leadership
- Teamwork
- Coaching & Counseling
- Fast Learning
- Work Underpressure
- Computer Savy
- Microsoft Office
- Presentation

## PERSONAL SKILLS

- Sociable
- Adaptable
- Trustworthy
- Fast Learne

## INFO

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🏠 Puri Cipageran Indah 2 Blok B1 No. 7

📅 Bandung, June 6th, 1991