

RESUME

Leo Pratama

ABOUT ME

I am 26 years old, a hard-working person, persevering, responsible and can be trusted. Experience in customer service and warehousing, able to work independently or in a team, fast learning, ability to be a leader, good in problem-solving, time management, communication and negotiation, also have a high self-motivated.

WORK EXPERIENCE

2017 - Present

PT. RAPALA VMC BATAM – Export Secretary

- Processing customer inquiry, complain and issue.
- Assist production operation and shipment process.
- Launching new product and measurement to system.
- Update information price list and annual order form to customer.
- Monitoring and follow up customer order status, etc.

2017 (January to August)

PT. INDOMARCO PRISMATAMA – Finance Clerk

- Input daily sales to system (oracle).
- Sales report and communication with shop leader.
- Prepared monthly Bank reconciliations report.
- Performed audit fieldwork.

2014 - 2016

PT. SHIMANO BATAM – Logistic Clerk

- Stock system accuracy.
- Inventory report.
- Supplied and prepared production inquiry.
- Daily cycle count.
- Entry data (outgoing, incoming, dismantle, disposal)

EDUCATION

UNIVERSITAS PUTERA BATAM

2015 - 2017

Diploma 3 in English & Literature with GPA 3.47



Contact



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Leo Pratama



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Batam - Indonesia

Professional Skill

- Customer Service
- Inventory Control
- Negotiation
- Analytical Data
- FIFO & FEFO
- Computer Literate

Technical Skill

- Microsoft Excel
- Microsoft Power Point
- Microsoft Word
- Dynamics AX
- SAP
- Oracle
- Corel Draw & Photoshop

Language

- English
- Bahasa Indonesia