

Moza Nindra



Profile

I am friendly and professional with experiences in retail industry. I have decent knowledge in financial and economics. Last but not least, having experiences as an admin for a company, makes me understand the core value to run job description

Academic Background

Universitas Prof. Dr. Moestopo (Beragama)
Economy Management (Human Resource)

Language

English | Indonesian

Skills

- Microsoft Office | Administration | HR Mangement

Contact

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Career Experience

Admin

PT. Toward Research Business
2021 - Jan 2022

- Recording and checking the status of withdrawal and entry data.
- Input data carefully, appropriately and precisely.
- Inform the administrative supervisor regarding disability problems for follow-up.

Mortgage Relationship Manager

PT. CIMB NIAGA
Feb - Sept 2020

- Build and maintain relationships with clients.
- Increase sales opportunities and attract new customers.
- Identify client needs and requirements.
- Propose appropriate solutions for each client's problems.
- Upselling and cross-selling products or services to clients.

Sales Associate

PT. Red Army Watches Indonesia
2018 - 2019

- Assisting customers in finding the services or products they need.
- Provide advice to customers, to improve customer retention.
- Explain the advantages of each product in order to motivate customers to buy it.