

ERWIN SAPUTRA

CURRICULUM VITAE



PERSONAL DETAILS

Full Name : Erwin Saputra
Place and Date of Birth : Ranah, June 24th 1989
Sex : Male
Nationality : Indonesian
Marital Status : Married
Religion : Moslem
Address : Jl. Puyuh Raya No.463/ Blok.E RT 003/004
Perum. Pondok Timur Indah 1, Bekasi-Timur
Mobile Phone : (+62) 812 2032 3261
Email : sapoetra2406@gmail.com

EDUCATIONAL BACKGROUND

Years	Level	Institution
2007-2013	S1	Universitas Komunikasi Indonesia, Bandung (Jurusan. Ilmu Hubungan Internasional)
2004-2007	SMA	SMAN 2 Kampar, Riau
2001-2004	SMP	MTS TI Ranah, Riau
1995-2001	SD	SDN 020 Ranah, Riau

QUALIFICATIONS

1. Computer Literate (MS Words, MS Excel, MS Power Point)
2. Internet Literate
3. Guide a tour in Southeast Asia Area
4. GDS Sabre/ticketing
5. Tour & Travel consultation
6. Customer service Experience
7. Speaking English, Bahasa Indonesia, Bahasa Malaysia (Malay)

WORKING EXPERIENCE

1. Working at PT. SMI Travel Jakarta (Wendy Tour)
Period : Februari 2018 – Januari 2019
Position : Sales Operation Tour Staff
Job's descripton:
 - Make an appointment with the client
 - Arrange client data
 - Offer Products to Client B2B

2. Working PT. Indowanua Wisata (Wanua wisata)
Periode : Februari 2019 – Desember 2019
Position : Customer service & Tour Operation Staff
Job's Description :
 - Handle customer walk in & online by phone , email etc
 - Make some Tour quotation (Taylor made)
 - Make Tour package
 - Tour Leader & Handling
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3. Working at PT. Berjaya Kelana Tour & Travel
Period : Januari 2014 – Januari 2018 / Desember 2019 - 2021
Position : Tour Guide & Tour Consultant
Job's descripton:
 - Arrange product to Client (by Instagram, Facebook, Whatsapp)
 - Booking ticket for flight and hotel/ hostel - Tour Guide
 - Customer Service to client walk in

4. Working at PT. Maha Mitra Sejati, Bandung
Period : May 2012 – December 2013
Position : Marketing Staff
Job's descripton:
 - Make an appointment with the client
 - Arrange client data
 - Offer Products to Client