

NAHDAH KAMILAH ARNITA

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PROFILE

Graduated from University of Indonesia Majoring in Tourism. I love to organize things to be clear and neat, willing to learn, a team player and able to work individual, good communication skills, and an adaptive person.

EDUCATION

University of Indonesia, Travel & Tourism **Depok, ID**
Faculty *Diploma of Tourism (Travel, Hotel, and MICE)* 2019
● Cumulative GPA: 3.53 / 4.00 (*Cumlaude*)

Pelita Harapan University, Management Marketing Jakarta, ID **Jakarta, ID**
Extension Program - Bachelor Degree 2021 2021
● Cumulative GPA: 3.3 / 4.00

PROFESSIONAL EXPERIENCE

Bitjara.id **Jakarta, ID**
Business Development 2022

Bitjara.id is a digital creative agency that provides creative ideas, social media activations, production house, KOL Management.

- As a Business Development:
 - Create the Business Plan for a year
 - Make some good relationships with new & existing clients.
 - Collaborating with internal and third parties.
 - Submit the quotation & deck idea for the project.
- As a project management:
 - Reconcile the brief from the clients.
 - Create the MOM after the brief.
 - Take some brainstorming for the idea & concept with the internal division.
 - Create a quotation for the project.
 - Handling for administrative tasks during the project (MOU, Create some upload schedule for the KOLs, etc).
 - Coordination with the clients as a partner during the project.
 - Create some report after the project ends (analyzing the data from the insight, calculating the ROI, etc).
 - Quality control (reviewing the preview content before the KOL post on their social media).
 - Reporting to the client after the KOL posted the content campaign on their social media.
 - Project that I handled:
 - Tech: Xiaomi Collective Xiaomi, Xiaomi Collective Redmi, Redmi A1, Redmi Pad, Redmi 10 5G.
 - Skincare: Skinlutions.
 - Others: Sanwa Company & Panca Budi.
 - Fintech: Overseas fintech company based in Kuala Lumpur.

Debindo-ITE **Jakarta, ID**
Event Project – IndoBuildTech Expo 2022

IndoBuildTech Expo is an annual International Building Materials Exhibition that reached 20 thousand visitors in 2022.

- Handling Association Building Materials & Architecture Student in Jakarta.
- Reach 13 Associations Building Materials for Business Program Event in IndoBuildTech Expo 2022.
- Reach 9 Architecture students for IndoBuildTech Creative Student Exhibition (INCASE).
- Administrative tasks (correspondence, filling, and documentation).
- Make a good relationship with Associations and Universities.

Kapal Pesiaraku **Jakarta, ID**
Operational Division – Operational Team Leader 2020

Kapal Pesiarku is a B2B Start-Up Cruise Line Travel Agent.

- During this pandemic, I have reached to proceed refundable process on time for our guest.
- Make a good relationship with Cruise Line - partners (Disney Cruise Line, Norwegian Cruise Line, AmaWaterways, Genting Dream Cruise, Hurtigruten, Royal Caribbean, etc.)
- Make a good relationship with our loyal guest and Travel Agent.
- Create a booking Cruise Line.
- Arrange travel booking (additional needs for the guest).
- Internal communication & coordination with other division.
- Monitoring content for social media (Instagram & Facebook).
- Collaboration with stakeholders (website vendor, printing vendor, etc).
- Administrative tasks (correspondence, filling, archiving, and documentation).
- Help finance task (create an invoice for guest and Cruise Line partner).

Kapal Pesiarku

Jakarta, ID
2019

- Operational Division – Operational Staff
- Filing, Archiving, Documentation Administrative tasks for Operational Division.
- Create a booking
- Create the refundable list
- Create the quotation

INTERNSHIP

Indonesia Convention Exhibition

Jakarta, ID
2019

Operational Division – Assistance Admin

Indonesia Convention Exhibition is one of the venue companies in South Tangerang for exhibition, event, convention, and meeting.

- Help operational admin's tasks.
- Correspondence (create work order letter, IOM, MOM, etc). Coordination with other division (sales & marketing, finance, IT, logistic, etc).
- Handle daily worker's wages for operational division.
- Administrative tasks (filling, archiving, and documentation).
- Create monthly report for operational division.
- Create daily worker's wages monthly report.
- Create a monthly event.

COURSE

Mini Course at RevoU Digital Marketing

2021

- Joined the RevoU Online Mini Course Digital Marketing. Introduce the Digital Marketing in General.
- Core Online Marketing Overview (Organic Channel such as: CRM, SEO, Social Media Organic) & Paid Channel such as: SEM, Social Media Ads, Display Ads, Retargeting Ads).
- How to choose the right channels from factor to consider such as: Scalability, Targeting, Customer Acquisition Cost (CAC).

SKILLS

Administration | Event | Communication | Team Work | Decision maker | Computer