

CURICULUM VITAE



General Information:

Full Name : Desita Anggraeni
Place / Date of Birth : Jakarta/ December 10, 1990
Nationality : Indonesia
Gender : Female
Religion : Moslem
Marital Status : Married
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Recent Education Background:

University : Diponegoro University
Faculty : Faculty of Humanities
Major Field : English Department (concentrating in Linguistics)
Entry Year : 2007
Graduation Year : 2011
Cumulative GPA : 3,19

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Organization Experiences:

No	Institution	Period	Position
1	English Department Students Association (EDSA) / Himpunan Mahasiswa Jurusan Sastra Inggris FIB UNDIP	2009-2010	<ul style="list-style-type: none">• Head of the Department of Student Resources Development• PIC Section Event of Cultural Festival "METAMORPHOEDSA".• PIC Section Event of Achivement Motivation Training• PIC Section Event of Upgrading and Leadership Training• Speaker in the EDSA Camp with the theme Teamwork
2	Student Executive Board / Badan Eksekutif Mahasiswa (BEM) FIB UNDIP	2008 – 2010	<ul style="list-style-type: none">• Staff of the Department of Student Resources Development• Minister of the Department of Talent and Culture• PIC Section Event of Budaya Fair Expo Student Activities (UKM, HMJ and Bem)
3	Student Senate / Senat Mahasiswa (SEMA) FIB UNDIP	2010-2011	Head of the Student Senate
4	Indonesian Youth Volunteer	2010-2011	<ul style="list-style-type: none">• Koordinator Human Resource Development IYV
5	Future Leader Summit 2010	2010	PIC/Coordinator from Sports, Art and Culture (SAC) Room Future Leader Summit.

Working Experiences :

1. Presenter of TV Program “Ngonthel”

Cakra Semarang TV

April 2011- Februari 2012

2. Staff Support Training in Training & Development Division

PT. MNC SKY VISION, Tbk. (Indovision) Jakarta

July 2012-August 2014

- Input Application Permit (SPI)
- Responsible for checking and getting the report card of the entire branch
- Create and prepare a list of attendance training
- Handover of the operational employees to user (Technical Service, Upselling, Retention, DTH Administration)

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- Create and handle of PPD (Official Travel Request)
- Request the office stationery
- Create and handle the Collection of official travel report
- Brief for trainees to start training
- Create and handle the Internal Memo for the Division
- Create and handle the transportation request form if needed
- Book the room to General Affairs for use during training
- Do attendance for trainees if there are events Live SLC 888 (Skyvision Learning Channel) / Internal Channel at head office
- Responsible for checking and make a list for branches that will be doing online test
- Prepare the data and files for QC (Quality Control) every month
- Responsible for borrowing training room and equipment owned by Division
- Responsible for all household appliances in the Division
- Coordination with the team if there is a problem

3. Trainer Sales & Training Specialist in Learning Development & Sales

Academy Division

PT. MNC SKY VISION, Tbk. (Indovision, and now MNC Vision) Jakarta.

October 2014-February 2018

- Present module or training materials for participants of the training new hire sales
- Present general module or general training materials for participants of the training New Hire and Existing Employees
- Prepare and set up the training equipment before starting training
- Copy the materials for trainees
- Plan the Training Need Analysis for another Division
- Update training module
- Conduct practice directly to the Store Sales and Door to Door
- Doing business trips or official travel to branches to present of training not only for new hire but also existing employee
- Training & handling Branch Manager from external and internal hiring
- Handling **concept training** and all about administration directly of Management Development Program (MDP) Training Process
- Training New System called Valsys (Validation System) for New Subscriber. Training and doing business trips to our Branch since Training until Rollout the new system.
- Handling **concept training** and all about administration directly of Sales Development Program (SDP) Training Process to all of branches

4. Staff CI (Continuous Improvement)

PT. Delta Guards Persada October 2018-Januari 2019

- Responsible for checking all reports from 3 branches under CI Dept. (Semarang, Surabaya and Denpasar)

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- Coordination with the branches and Marketing Division about clients candidate or prospect who will using our security services
- Create and prepare the list of attendance training
- Responsible and handle all of the administration training
- Responsible to prepare scheduling weekly meeting and make the MOM

Qualifications:

1. Language

- English : Passive and Active

2. Computer Literate

Microsoft Words Ms. Word, Ms. Excel, Ms. Power Point and Internet.

3. Strength

Leadership, Good Communication Skills, Willing to Learn, Quick Response, Able to Work Together in an Individual or Team, Easy to Adapt in New Environments, Handworker, Open to All Ideas and Information, High Commitment and High Loyalty.

4. Interest

Traveling, Public Speaking, Teamwork, Any Information, Motivation, Environment, Business, Culture, and Adventures.