

Irene Angelika

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Summary

A dynamic professional with years of diverse experience across retail, advertising, import business sectors and HRIS. Graduated from Bina Nusantara University with a bachelor's degree in Economic. My unique blend of hands-on experience in customer-centric roles, coupled with a comprehensive understanding of business principles, enables me to approach challenges with a multifaceted perspective.

Education

Bina Nusantara University | Jakarta, DKI Jakarta

Business Creation | 11/2023

[ljazah](#)

St. Kristoforus 1 | Jakarta, DKI Jakarta

Social | 04/2017

Experience

Staffinc Group | Jakarta

Jr. Project Management Officer | 07/2024 - Present

Payroll Handling, Recruitment, Clients Request Handling & Workers Request Handling

- Coordinating project schedules, resources, equipment, and information. Act as a liaison between project teams and stakeholders.
- Maintain and update project documentation, including project plans, reports, and risk registers. Ensure all documents are accessible and organized.
- Allocate resources across projects, ensuring that team members have what they need to complete their tasks efficiently.
- Facilitate effective communication within the project teams and with external stakeholders. Help in organizing and documenting meetings, including preparing agendas and minutes.
- Assist in identifying project risks and issues. Developing mitigation strategies and contingency plans.
- Maintaining database of 4000 workers accross multiple clients

PT. Catur Global Sukses | Jakarta

Purchasing Import / Business Development | 08/2023 - 07/2024

- Managed end-to-end import processes, including supplier selection, price negotiation, and shipment coordination.
- Collaborated with logistics partners to streamline supply chain operations and reduce lead times.
- Maintained effective communication with overseas suppliers to ensure timely delivery and quality control.
- Conducted market research and competitor analysis to identify emerging trends and customer needs
- Identified new market opportunities and developed strategies to expand product distribution.
- Succesfully brought new product to Modern Trade

Alternative Media Group | West Jakarta, DKI Jakarta

Brand Activation | 04/2023 - 08/2023

- Planned and executed brand activation campaigns to enhance brand awareness and customer engagement.
- Collaborated with clients to understand brand objectives and developed creative strategies to achieve marketing goals.
- Coordinated with cross-functional teams, including creative, production, and event management, to ensure seamless campaign execution.
- Managed budgets and timelines to deliver projects within scope and on schedule.
- Monitored campaign performance and analyzed metrics to optimize future brand activation initiatives.

Skills

Customer service, Restaurant experience, Communication skills, Time management, English, Import , Purchasing Management, Branding, Supplier Relationships, Sea Freight Import, Business Development, Human Resources, Human Resources Sourcing, Payroll Management, Project Management, Client Management, Workers' Compensation

Linkedin

[Linkedin Profile](#)

Portfolio

[Portfolio](#)