



# CHOIRIDINA DAMAZNI CHANIAGO

D.O.B : Jakarta, June 25th '1988

Religion : Islam

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## PROFILE

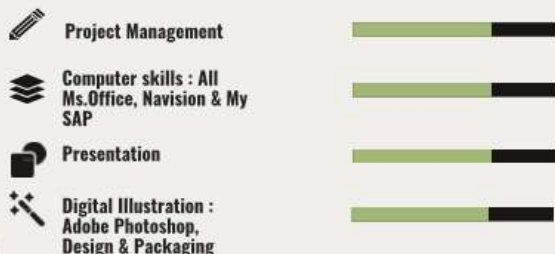
Guest service oriented combined with broad wide skills applicable across different sectors and roles within customer satisfaction.

Typically of leadership and problem solver person, also multitasking in every way, keen attention to detail, advance teamwork, high-priority task to do it can makes my output of work faster. well-rounded, culturally aware professional aligned with unity in diversity orientation. Excellent skills to adapted how to solved many dynamic problems along with professional manner.

### Person Reference:

- Saad Shamim Khan | Duty Manager Accor "The Living Adventure" - Qatar | +97430651004
- Egarr Suharta Legawa | Marketing Manager PT.Sagatrade Murni - Jakarta | +62811955347

## SKILL SET



Hobby : Singing, MC-ing, Travelling & Cooking

## EDUCATION

- 2006 - 2011  
**Bachelor Of Law**  
Sebelas Maret University-Solo, Central Java, ID

## COURSE

- Basic Banking Training - PT.Bank Mega, Semarang
- Modelling Self Development & Public Speaking - Lembaga Pendidikan Ratih Sanggarwati (LPRS), Jakarta
- Local Content Calculation Course For Service Provider And Goods Provider In The Upstream Oil And Gas Industry - Asosiasi Profesi Pengelolaan Rantai Suplai Migas Indonesia (APPI), Jakarta
- Young Professional Development Program - PT.Sentra Bangun Harmoni, Jakarta
- Customer Satisfaction Measurement - Indonesia Productivity And Quality Institute (IPQI), Jakarta
- Appreciation Certificate From Accor Collaboration With The Living Adventure, Qatar
- Appreciation Certificate From Embassy Of Republic Indonesia Doha, Qatar Collaboration With The Living Adventure Accor During FIFA World Cup Qatar 2022

## LANGUAGE





# CHOIRIDINA DAMAZNI CHANIAGO

## WORK EXPERIENCE

- 2012 - 2014  
PT.Bank Mega,Tbk  
Yogyakarta

### Mass Funding Officer

- Promoted and sold bank products in the form of saving, current accounts and time deposit also acquisition
- Maintained good relations with customers in order to keep saving or investing
- Supervised bank products that have been sold
- Reported all types of activities and programs that have been carried out to the Head of the Branch
- Provided a routine and good approach so that customers would remain generous

- 2011 - 2012  
PT.Tiga Baji

### Executive Secretary

- Read and analyzed Incoming memos and reports to determine their significance and distribution plans to management
- Welcomed visitors and assigning permission to meet Certain people to related superiors/staffs
- Apart from performing executive administrative duties of Company, there was other general office duties, such as ordering supplies, maintaining record management system, and doing basic book keeping work
- Prepared agenda and make arrangements for committee
- Meetings, directors, other meeting also made travel arrangements for executives

## WORK EXPERIENCE

- Sept 2022 - Jan 2023  
The Living Adventure  
"Residences By Accor"  
Cluster D Site 25 Doha

### Front Office / Receptionist

- Welcome and greet guests with great courtesy
- Handling reservation from managing guests pre check-in process, guests check-in also check-out procedures otherwise collecting all guests feedback review from hotelogix system & paperboard & certified all online training for this project
- Help guests with their things including luggage and other valuables & deal with complaints and problems
- Communicate with housekeeping and maintenance staff to ensure that great quality service is provided to guests
- Answer queries of guests about various information and services of residence
- Do other administrative and hospitable functions assigned from time to time

- 2021 - May 2022  
PT.Pengembangan  
Pariwisata Indonesia  
(ITDC & MGPA),  
Mandalika - NTB

### Front Exc Officer / Guest Relation Officer

- Serving visiting guest/special guest also bridging information between company management and guests thus record the data of guest everyday while at lobby desk
- Determine strategies and attitudes when guests who come do the unexpected

- Aug 2014 - Aug 2018  
PT.Sagatrade Murni

### Sales Engineer

- Managed & ensured all administration and documentation aspects of tender were effectively and efficiently addressed throughout the tender and post-tender period
- Supported in quotations preparation, sales and marketing documentation, and database entries
- Attended the pre-bid meeting and controlling all the information from customer to meet the requirement need to comply with the bid document tender

## AWARD

- Brand Ambassador "London Beauty Centre" 2009 - Caesar Cafe,D.I.Yogyakarta
- Crime Justice Practicing (Mod Court (Mod Court Competition) Between UII,Unair & Undip
- The Most Collecting Guest Feedback Comment At Paperboard as Front Office Team for 3705 Old Al-Ghanim Property, Doha - Qatar

## INFORMAL WORK EXPERIENCE

- Receptionist/Welcoming Usher "Mandalika Tropical Fest Held By MGPA - ITDC Lombok - NTB (March 19-20'2022)
- Front Executive Officer At Vendor's Day East Java, In Indust Hulu Migas at JOB PPEJ, Malang (2017)
- Receptionist/Welcoming Usher "Vendor's Day at PT. Pertamina EP, Jakarta (2016)
- Front Executive Officer At The 4th Indonesia International Geothermal Convention & Exhibition at JCC

**Jakarta 2023 - " I Declare the facts stated above are true."**