



SASHIA SHARIZ ZULHARMAIN

Well experienced in communication skills and has excellency in maintaining guests or customers relations. Reliable to work independently and collaborate with team members.

Contact Info

Address : Jl.Maleo XIX blok JE8 No.22 sektor 9, Bintaro Jaya

Mobile No. : +62 878 7861 1558

Email : sashiashariz@gmail.com

Personal Particulars

Age : 32 years old

Date of Birth : 23 August 1988

Height : 170 cm

Weight : 57 kg

Nationality : Indonesia

Gender : Female

Marital Status : Single

Employment Histories

Vasanti Seminyak Resort Bali

Position Title : **Junior Public Relation Officer**

Duration : July 2014 – December 2014

Job Description :

Responsible for handling all the events on site, meeting with potential clients, breakdown all clients needs and continue to follow up with vendors. Together with the General Manager and Senior Public Relation Officer to discuss upcoming events and to inform the task for each department and ensuring all the process runs smoothly.

Samabe Bali Suites and Villas

Position Title : **Guest Relation Officer**

Duration : June 2013 – June 2014

Job Description :

Responsible for handling all VIP guests to ensure all the process is running smoothly from welcoming to fond farewell. Building long term loyalty relationships with guests. Making reports to make sure the guests needs

The Mulia, Mulia Resort and Villas Nusa Dua Bali

Position Title : **Guest Loyalty Executive**

Duration : August 2012 – February 2013

Job Description :

Responsible for handling all guests, ensuring all the process is running smoothly. Maintain guests recognition and assisting front desk whenever needed.

PT Indonesia AirAsia, Jakarta (DPS Hub).

Position Title : **Flight Attendant**

Duration : June 2010 – June 2012

Job description :

Doing my work duties as flight attendant and conducting all things regarding with safety and service which relates with procedures, doing PR to passengers, sharing knowledge altogether with colleagues.

Educational Background

University

Major : Public Relations

School : **Universitas PROF. DR. Moestopo (2006 -)**

High School Graduated

Major : Social

School : **PEMBANGUNAN JAYA– Tangerang Banten (2003 - 2006)**

Course

2000 – English Course – International Language Program (ILP), Tangerang.

Testimonials

1. AirAsia's Brand Ambassador (InFlight Magz Model and TV Commercial Talent (2010-2011)
2. Usher – Macau Celebration, 2009
3. Usher – Gathering PT Bentoel, 2009
4. Usher Republic Indonesia 64th Independence, 2009
5. Top 20 Finalist “Bukan Empat Mata” Trans 7, 2009
6. Commercial Talent Bank Mandiri (Kompas), 2006
7. Supporting Commercial Talent Biscuit Amore, 2005

Languages

(**Proficiency: 0=**Poor - 10=**Excellent**)

Language Spoken Written English 8 8

References

1. Dina Indah, Senior Public Relation Officer - Vasanti Seminyak ResortBali
2. Chrisantiana, Duty manager - Samabe Bali Suite and Villas
3. Titi Maretri, Guest Loyalty Executive – The Mulia, Mulia Resort and Villas nusa dua bali, +61484596515
4. Sahat Hasudungan, Senior Flight Attendant – PT Indonesia AirAsia; DPSHub, +6281819128

Other Info

- Interests : Reading books, travelling and listening to music
- Skills : MS Word, MS Powerpoint, MS Excel
- Self Description :
 - Self motivated and a hardworking person
 - Able to work independently as well as a team member
 - Creative
 - Detail oriented

Dear Sir / Ma'am

My name is Sashia Shariz Z and I am very interested in joining your company.

I have experience in the Hospitality industry at Vasanti Seminyak Resort Bali as Junior Public Relation Officer. Also in the Aviation working field as a Flight Attendant at PT Indonesia Airasia. I am quite well experienced in dealing with consumer behavior at any level of people.

I can speak Bahasa and English fluently (Oral and Written).

I am capable of working in a fast paced environment. I am a fast learner, hard-worker, team player and self-motivated person. I would appreciate the opportunity to meet with you to discuss my qualifications at your convenience. Please review the enclosed Resume for your consideration. I assure you, if a chance is given to me, I will use all my abilities and talents for the accomplishment of objects of the Company. Should you request additional information, I can be best reached at +62 **878 7861 1558**.

Thank you for your time and consideration and I look forward to meeting you.

Sincerely,

Sashia Shariz Z