

Good afternoon,

I am writing to express my interest to apply in Administration Jr. Spv position for your company.

I have worked as an employee at one of e-Commerce in Indonesia for accommodation pricing admin at Traveloka about 2 years. I also have work experience as a VE of marketing communication and business development in PwC Indonesia. Therefore, based on my work experience, I believe that I am a compatible candidate for a position at PT. Jaya Kreasi Indonesia.

You specify that you are looking for someone with excellent communication, organization skills, and professional English language skills. I have been selected as a delegate in Model United Nations for FKMHII Korwill II. As a pricing admin, I used to optimize and monitor hotel's rate due to market managers request, develop and maintain pricing dashboard and coordinate with revenue team. During my job at PwC as a marketing communication and business development, I develop and maintain dashboard of client's database, did some research and analyse due to client's info, arranged and prepared the event, review press releases, handled photoshoots and handle administrative things. I also had some experience as an intern of external communication and investor relation team, and during my university I took a job as a finance part time who handled the voucher, bills and payments.

In addition, I can assure my competence in teamwork, willingness to learn, hardworking, which are the attitudes that I will perform while working in your company. I am confident that I would be a beneficial addition to your company.

Thank you for your attention and consideration, I look forward to hearing from you if we might arrange a time for further detailed information.

Yours faithfully

Ingrithesy Tappo