



ALLAN REZA



ALLANREZA10@GMAIL.COM



0857-1586-2533

A dynamic person who craves more challenge to develop society.

SKILLS

Event Management
People Management
English
Bahasa Indonesia
Ms. Office

EDUCATION

Bina Wisata
Hotelier and Hospitality
South Jakarta

ORGANIZATIONAL EXPERIENCES

KDS Selaras
Coordinator
August 2023 - Present



Program Division
Sinergi Muda
2015



District Rotaract
Representative
Rotaract Club
2008 - 2013

PROFESSIONAL EXPERIENCES



Event Manager

Rakamin Academy

(Bank Mandiri My Digital Academy Offline Engagement Event 2023)

May - November 2023

- Planning, Budgeting and make timeline for roadshow event
- Contacting all venues for roadshow event
- Preparing all documents (Contracts/MoU) to all venue
- Preparing and production all logistics items for roadshow
- Make ToR with team member for distribute to all the speakers and VIP Guest
- Make sure all the participants attend the event
- Report to HoD



Sales Executive

ibis Style Jakarta Tanah Abang

Sept 2021 - March 2022

- Finding potential client for FIT/Group
- Maintaining client
- Telemarketing or meeting with client (sales call)
- Presentation to prospective client
- Reporting to HOD



Sales Executive

Prime Plaza Hotels & Resorts (Jakarta Sales Office)

Sept 2019 - Sept 2021

- Finding potential client for FIT/Group
- Maintaining client
- Telemarketing or meeting with client (sales call)
- Presentation to prospective client
- Reporting to HOD



Marketing

PT NDI Indonesia Marketing (Stela Apps)

March 2019 - August 2019

- Concepting campaign, executing marketing, analyst and strategy, and providing reports.

Independet Event Officer

Freelance

May 2010 - Present

- Collaborated with various corporates, governments and NGOs.
- Conducted over 40 events focusing on children protection, defense, environment, culture, art, youth and trade.
- Successfully engaged big media in Indonesia as media coverage (Kompas, Republika Online, Media Indonesia, and Kreavi)
- Successfully raised main event partnership (Google, Samsung, Unilever, Telkomsel and Mandiri Bank)
- Successfully provided and support logistic material and accommodation.



Official Project Officer

UNICEF Indonesia

October 2014 - October 2015