

Oktora Aji Pratama
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PERSONAL.

Date of Birth : October 21, 1980
Place of Birth : Banyumas
Nationality : Indonesian
Sex : Male
Religion : Christian
Height/Weight : 175 cm / 65 kg
Marital Status : Married
Permanent Address : Perum Tiban Riau Bertuah Tahap 2 Blok N no. 24

EDUCATIONAL.

Diploma D3 in Hotel Management majoring in Front Office & Accommodation Management from Bali Dhyana Pura Hotel & Tourism Training Centre, Bali - Indonesia - Graduated 2002.

EXPERIENCES

Aug 2017 –

: SMK Management Training Systems, Batam Island
Teacher, Kepala Program Perhotelan, Kesiswaan :

Responsible for:

Tourism & Hospitality Industry Program Study

- Manage both teori and practicum of Hotel Accommodation Students
- Observe and monitor school trainee assignment at hotel and industries.

October 2016 – Oct 2017

: Pacific Palace Hotel , Batam Island - Indonesia

Night Manager

Responsible for:

- Manage and monitor activities of all employees in each departements making sure they according to the standar of excelent and to the hotel policys and procedure.
- Direct and Oversee all hotel operation during the night shift to ensure guest satisfaction and safety.
- Confer and cooperate with other department managers to coordinate hotel activities, such as wedding ,meeting ,etc.
- Answer questions about hotel policies and services also resolve customers complaints.
- .Act as manager on duty for the hotel in the absence of the Front Office Manager dealing with complains, problem solving, disturbances, special request and any other issues that may arise.

April 2014 – Agustus 2016

: BIZ Hotel Batam

Account Receivable Supervisor

Responsible for:

- Responsible for all activities in the account receivable function.
- Record payments by entering them into a ledger.
- Reconcile the account receivable ledger to ensure that all payment are accouterred for and properly posted. Research any discrepancies by checking bills, invoice, sales receipts and bank payment and deposite records mostly at Front Office Department.
- Manages collection activities such as sending follow up inquiries, negoitation with past due account, keeping track of cash receipts and refering accounts to collection agencies or company.
- Maintains accurate record.
- Create financial report relating to account receivable function and status of account.

Aug 2012 – April 2014

: SMK Management Training Systems, Batam Island

Teacher & Kepala Program Perhotelan

Responsible for:

Tourism & Hospitality Industry Program Study

- Manage both teori and practicum of Hotel Accomodation Students
- Observe and monitor school trainee assignment at hotel and industries.

Jan 2008 – Aug 2012

: Planet Holiday Hotel, Batam Island - Indonesia

Duty Manager

Responsible for:

- Manage and maintain all year or seasonal lodging facilities.
- Observe and monitor workers' performance to make sure that company rules and procedures are being followed.
- Confer and cooperate with other department managers to coordinate hotel activities, such as wedding ,meeting ,etc.
- Answer questions about hotel policies and services also resolve customers complaints.

Nov 2007 – Dec 2007

: Planet Holiday Hotel, Batam Island - Indonesia

Front Office Supervisor

July 2003 – Oct 2007

: Planet Holiday Hotel, Batam Island - Indonesia

Telephone Operator & Reception

Dec 1998 – Mar 1999

: Holiday Inn Resort Bali Hai, Bali - Indonesia

Trainee at Housekeeping Department

April 1999 – Jun 1999

: Melia Bali Villa & Spa Resort, Bali - Indonesia

Trainee at Housekeeping Department

Dec 1999 - Mar 2000

: Bali Niksoma Beach Cottage, Bali - Indonesia

Trainee at Front Office Department

OBJECTIVES

I am highly motivated and organized also eager to learn and open minded. I have experiences working in multicultural work environment, started from my entry position up to my last position.

With all of this, I am able to work in any work environment and fast adapt to the organization's philosophy and mission.

I am willing to walk the extra mile to achieve the organization's goal, be creative, enthusiastic and optimistic to achieve the goal.

For the past ten years as hoteliers, I have proved my self as a reliable and a hard work employee.

I would like to advance my career and I encourage myself for related post candidacy. I am eager to proved that my skills and abilities are up to standard required for the position.

SKILLS.

Microsoft Word, Excel,Power Point

LANGUAGES:

Indonesian, English