

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

Okt 2019 – present

: Batam Tourism Polytechnic, Batam Island

Practical Lecturer & Ka.Laboratorium Room Division:

Responsible for:

- Manage both teori and practicum of Room Division Students

Aug 2017 – April 2020

: SMK Management Training Systems, Batam Island

Teacher, Kepala Jurusan Perhotelan, Wakil Kepala Sekolah

Bagian 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 mostlly at Front Office Department.

- Manages collection activities such as sending follow up inquiries, negotiation with past due account, keeping track of cash receipts and referring 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 Jurusan 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 2002 – Oct 2007

**: Planet Holiday Hotel, Batam Island - Indonesia
Telephone Operator & Reception**

July 2002

**: Melia Panorama Hotel, Batam Island – Indonesia
Banquet Team**

Dec 1998 – Mar 1999

**: Holiday Inn Resort Bali Hai, Bali - Indonesia
Trainee at Houskeeping 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