Ali Mulyono

Administration and Data Entry | Customer Service and Virtual Assistant | Media and Web Support

CONTACT

Location: Bandung, Indonesia

Phone / WhatsApp: +62 83821290471

Email: ali.mulyono23@gmail.com

Portfolio: cv-ali-mulyono.vercel.app

PROFESSIONAL SUMMARY

Administration and Data Entry professional based in Bandung, Indonesia, with 1 year of experience as Head Media Specialist and Web Developer at PT Gajah Nusantara Raya in Jakarta. Managed data, records, digital assets, reporting and day-to-day operations for 70 accounts at the same time, with strong attention to accuracy and deadlines. Skilled in data entry, data validation, administration, scheduling and clear written communication by email and chat. Ready to apply the same accuracy and reliability to remote administration, data entry, customer service and virtual assistant roles.

CORE SKILLS

Data Entry, Data Validation, Administration, Customer Service, Email and Chat Support, Google Sheets, Excel, Google Docs, Scheduling, Reporting, Content Management, Basic Web Support

WORK EXPERIENCE

Head Media Specialist and Web Developer — 1 year

PT Gajah Nusantara Raya - Jakarta, Indonesia

- Managed data, content and digital assets for 70 accounts at the same time, keeping records organised and work delivered accurately and on time.
- Validated account data and digital assets across multiple platforms, checking details carefully before publication and reporting.
- Prepared regular reports and handled cross-functional tasks so business deliverables were completed accurately and by deadline.
- Grew TikTok @stradeofficial organically to 2,498 followers and 20.8K+ likes through consistent content, copywriting and account management.
- Grew Instagram @stradeofficiall organically to 2.4K+ followers across 179 posts through consistent publishing and content management.
- Wrote educational finance and trading copy and content storylines, and gave creative direction for videos and visuals.
- Developed and maintained internal web systems that supported company operations.
- Attracted direct cooperation with international clients from South Korea and partner institutions through consistent content quality and account management.

EDUCATION

SMAN 1 Bojongsoang **2016 - 2019**

High School Diploma. Graduated in 2019. Average report grades of 8-9 out of 10.

ADDITIONAL INFORMATION

Selected Projects

Layer to Layer - CoreBank Corporate Banking Portal. Multi-tier corporate banking platform (Layer 0-5) for company treasury management, with secure login, multi-account balance management, SWIFT Outward transaction pipeline and FIN schema validation for SWIFT MT103 credit transfers.

SWIFT MT103 and Alliance Access Portal. International interbank transfer dashboard for tracking SWIFT MT103 messages, including BIC and SWIFT verification, IBAN validation and multi-currency balances.

LoveBirds Trade - Forex and Crypto Platform. Automated trading platform with real-time price tickers, user identity verification, wallet management and a risk disclaimer compliance system.

VISA Developer Center - Payment API. Implementation of the VISA Developer Platform API, certificate lifecycle management and payment gateway endpoint connectivity.

Full portfolio: https://cv-ali-mulyono.vercel.app/

Availability

- Works from own PC and is ready for remote work (work from home).
- Ready for on-site work (WFO) in Bandung.
- Available for night shifts, weekends and public holidays.
- Learns new systems quickly and is ready to be trained in company systems.

Languages

- Indonesian: Native.
- English: Passive - can read and understand written instructions.

Target Roles

Open to Administration, Data Entry, Customer Service, Virtual Assistant, Media Specialist and Web Support roles. Works well independently and as part of a team.