



ZENA DEWI PUTRI ZAENAL

Business Management

ABOUT ME

I have experience in the fields of Digital Marketing and Public Relations. I have good communication skills, data management, and work in an organized manner. I am thorough, disciplined, and able to handle data collection accurately. I am committed to providing professional, responsive and reliable internal services.

SKILLS

- **Social Media**
- **Content Writing**
- **Meta Ads & Google Ads**
- **Microsoft Office & Spread Sheet**
- **Reservation Administration**
- **Data Compilation & Management**

CONTACT

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Jl.Uluwatu II No.68a
Jimbaran

LANGUAGE

- Language Indonesia
- Language English

EDUCATION

D1 Master Bisnis Akademi	2024 - 2025
SMK Nusa Dua	2016-2019
SMP Nusa Dua	2015 - 2017
SD Negeri 6 Jimbaran	2009 - 2014

WORK EXPERIENCE

DW (Daily Worker) - (2017)

- BNDCC (Banquet - 2 Days)
- Nirmala Unud (Sales Promotion Girls 14 Days)

Training (2018 - 2019) - Bali Niksoma Boutique Beach Resort

- Trainee Accounting - Receiving Department, Inventory Input , Stock Cheking

Training (2024 - 2025) - Madeira Villa Bali

- Creating and registering villa accounts on various OTA
- Checking booking confirmation emails, printing and recording reservation data, and assisting with guest check-in processes
- Performing regular reservation monitoring through the PMS

Training (2025) - IniVie Hospitality

- PR (Public Relation) & Digital Marketing - 5 Month
- Reservation Wonderspace (Tropical Temptation Beach Club & The Jungle Club) - 2 Month

SERTIFIKAT

- PORSENIJAR Karate (2014)
- MS.Office Word Training (2014)
- MS. Excel Training (2015)
- Drama Musical Competition - Language Month Event (2016)
- Job Training - Accounting Department (2018 - 2019)

ACTIVITIES

- PORSENIJAR Karate (2014)
- Drama Musical - Language Month Event (2016)
- MBA Student Graduation Committee (2025)
- Family Gathering Comittee - Marketing & Creative Team (2025)