**Dewi Prilanti (Chenny)**



**M: 0818 0881 4476**

**E:** [**misschenny@yahoo.com**](mailto:misschenny@yahoo.com)

**A: U Residence II Apt, Boulevard Raya Diponegoro, Lippo Karawaci, Tangerang 15811**

**Career objective**

Secure a middle / senior corporate management position with a reputable, employer-of-choice

company that is, ideally, engaged in international business.

The company will have a professional management structure and a path for career development.

Seek diversity in day-to-day task-load and significant business challenges.

**Personal qualities**

A passion for the management of human resources within an organisation. Enjoy interacting and

meeting with new people. Noted for a certain maturity that enables engagement and influence at

senior management levels.

Honest, integrity, persistent and disiplined. High standards for own work. Self-confident with skills in

presentation and verbal / written communications.

Can prioritise tasks and complete work in a timely fashion. Require minimal supervision.

Always seeking to develop knowledge and skills. Committed to continual professional development.

Well-capable of providing leadership, or other input, to a team for it to deliver the best outcome.

Confident in communicating own ideas and knowledge.

Enjoy training junior staff in good practice – formally and informally.

Always with a positive attitude. Motivated to take on challenges. Open to new ideas.

**Higher education**

Diploma of IngMadya of Accounting *(University of Tarumanagara, Sept 1997)* - GPA: 2.79

**Employment and experience**

**Human Resources Employee Services Manager - *PT Bank CIMB Niaga Tbk; (Aug. 2014 –Aug. 2015),***

***(Grade: U7)***

Departed the company upon taking advantage of the Mutual Early Separation Scheme.

Significant corporate responsibilities and task-load included:

* managing the Mutual Early Separation Scheme project – leading / coordinating the team in

the process of producing invitations, reference letters and distributing to departing

employees in a 1-on-1 meeting.

* ensuring due process for movement process updating (mutation, rotation, promotion,

retention, data cleansing).

* ensuring the personal files of current and former employees were accurate and maintained.
* managing the Employee Engagement Survey – Socialization to other Departments.
* managing employee services – the likes of handset claim, data update, information letter,

internal / external data verification, unpaid leave, religion leave, accident / disability / death

insurance to Jamsostek (currently BPJS TK) and insurance company – all in line with

Government’s Labor Law / Regulation and / or Corporate’s guidance / regulation

* ensuring employee financial benefits duly processed in timely manner.
* drafting and issuing Standard Corporate Operational Procedures.
* undertaking data correction in Oracle.
* implementing the Oracle and ePass system enhancement.

**Human Resources Accounting Reviewer - *PT Bank CIMB Niaga Tbk; (Aug. 2011 – Aug. 2014),***

***(Grade: U7)***

The position entailed responsibility for:

* incoming memo record in log book.
* journal records in the SCAPP system.
* processing billings from appointed travel agents (Panorama and Dwidaya).
* assessing the supporting documents behind every claim.
* confirming GL number and nominal in journal postings.
* ensuring RAK900 is released and taken-up by the branches for RTGS
* drafting, making presentation material and doing presentation

**Executive Secretary of the Board of Directors *- PT Bank CIMB Niaga Tbk; (Aug. 2010 – Aug. 2011),***

***(Level: 10 / Grade: U7)***

Undertook all executive secretarial duties and responsibilities, including:

* following-up on work progress on behalf of one or more of the Directors.
* handling and correspondence and filing.
* arranging business and personal trips for the Directors and their families.
* handling personal financial matters of certain Directors.

**Staff Member: Special Asset Management Administration *- PT Bank UOB Indonesia Tbk. (Nov.***

***2009 – Aug. 2010), (Grade: Pro Manager)***

The job entailed:

* drafting and issuing Standard Corporate Operational Procedures.
* compiled a range of reports and notifications as required by user.
* drafting Organization Chart Model
* drafting Target Operating Model

**Executive Secretary to the Board of Directors *- PT Bank UOB Buana Tbk. (May 2002 – Nov. 2009)***

Serviced three Directors as personal assistant, project secretary, and office secretary. In addition to

the task-load described above for the similar position held at PT Bank CIMB Niaga Tbk, also:

* compiled a range of reports and notifications as required by the Board or for UOB Singapore.
* as Project Secretary, taking Minutes of Meeting and following-up on actions in advance of

the next meeting.

* maintaining the currency of permits and the like for expatriate employees – for example,

KITAS, Regional ID Card, passports, and apartment lease agreements.

**Junior Accounting Staffer *- PT Dunkindo Lestari Tbk. (1998)***

Task-load focused on assisting preparing/ maintaining vouchers, journals and ledgers.

**Professional development – occupational**

* Plan Your Future Workshop – *CIMB Niaga (2015).*
* Art and Design 1-on-1 Training – *Susan Chang, The Coach (2014).*
* Fundamental Leadership *– Dale Carnegie & CIMB Niaga (2014).*
* Microsoft Excel 2010 Advanced *– ExecuTrain & CIMB Niaga (2014).*
* Basic Lean Six Sigma Training Program *– OTI & CIMB Niaga (2014).*
* Online TOEFL *– Kaplan (advanced level) (2013)*
* Intermediate Tax *– CIMB Niaga (2013).*
* Personal Empowerment *– CIMB Niaga (2013).*
* Communicating with Impact *– CIMB Niaga (2013).*
* Anti Fraud Management Program *– CIMB Niaga (2013).*
* Basic Bank Accounting In-house Training *– IAI & CIMB Niaga (2012).*
* Basic Tax *– CIMB Niaga (2012).*
* Microsoft Office Excel 2007 *– Active Train & CIMB Niaga (2011).*
* The 7th Habits of Highly Effective People *– CIMB Niaga (2011).*
* World Class Secretary Training Program *– Learning Resources & UOB Buana (2013).*
* Indonesia Secretary Forum (Insefo) 2008 Conference *– Asia Expo, JobsDB & UOB Buana (2008).*
* Enhancement Managerial Skills Program for Secretaries and Administrative Professionals *– Choice Management Consultants & UOB Buana (2007).*
* Dynamic and Team Challenge Outdoor Based Experiential Training *– OBET Nusantara & UOB Buana (2007).*
* Effective and Smart Secretary *– White House Consulting & UOB Buana (2006).*
* TOEFL *– ELTI & UOB Buana (537) (2006).*
* Basic Educational Banking Batch IX (Pendidikan Dasar-dasar Perbankan Angkatan IX) *– UOB Buana (2004).*
* Enhanced Business Communication Skills Workshop *– Sukses Regional Indonesia & UOB Buana (2003).*
* Windows Package *– Bina Nusantara Training & Recruitment Center (1997).*
* Completed Level 9 out of 9 level English Course *– The EMBASSY (1997).*

**Other**

**Human Relations Champion Award** - *Dale Carnegie’s Fundamental Leadership Course (2014).*

**Event Organizer –** *Fasting Break of HR Directorate**in CIMB Niaga (2011).*

**Event Organizer –** *Workshop Special Asset Management in UOB Buana (2009).*

**Reference**

Available on request.