**CURRICULUM VITAE**

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**PERSONAL DATA**

Name : Yesy Elfrida Murthy Simamora, SE

Place and date of birth : Medan / November 24th ,1980

Sex : Female

Religion : Christian

University : Nommensen University in Medan

Faculty : Economic majoring in Management

GPA : 3,49

Address : Perumahan Harapan Indah Cluster Harmoni Blok HZ 6/21 Bekasi

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**FORMAL EDUCATION**

In 1993 : Graduated from SD Khatolik Xaverius Padangsidempuan

In 1996 : Graduated from SMP Sultan Agung Pematangsiantar

In 1999 : Graduated from SMU Negeri 2 Pematangsiantar

In 2003 : Graduated from HKBP Nommensen University Medan

**INFORMAL EDUACTION**

In 2004 : Passed from Computer Course in TRICOM Medan

In 2004 : Passed from English Course in English First Medan

In 2004 : Followed Training Job Exhibition 2004 in Medan

**WORK EXPERIENCES**

**In 21 August 2005 – 21 June 2006** : worked in **PT. Siemens Indonesia** as a **Site Administrator**

**Job Description**

1. Updating a Petty Cash Report
2. Updating Petty Cash Book
3. Updating Bank Statement
4. Updating Finance Report

**In 27 July 2006 – 1 November 2007** : worked in **Citifinancial** **Citibank Medan** as a **Data Entry**

**Job Description**

1. Position Objective
	1. Pre-Screening Incoming Application Form
	2. I-Loan Data Entry
	3. Matching Process ( I-Cacth)
	4. CPV List Order
	5. Log book and Track sheet update
	6. Final files sent to HO
	7. Input the data customer to Bank of Indonesia System ( SID )
2. Principal Responsibility
	1. Pre-screening incoming application from based on :
* RAC

Age

Location

Natrionality

* Document completion and expired date

ID card ( KTP, KK, SIM )

Income proff ( Slip salary, SKP, Bank statement )

* Application form completion
	1. Do entry of customer data into I-loan
	2. Conduct to all application
* De-dupe ( I-catch )

Checking against I-loan ( citifinancial ) database

* Cardpack

 Checking against Citibank databank

* GRB

Checking against BI list,Citibank Negative List, Special Designated Nation ( SDN )

* 1. Prepare the CPV order list and keep record tracking the status of each other
	2. Prepare log book of incoming and soft rejected application
	3. Updating track sheet of final reject and disbursed
	4. Prepare reports of approved and rejected application to Head Office for authorization
	5. Updating a Staging Bureau Reports
	6. Updating a Staging Application per day

**In 10 Maret 2008 – 7 Agustus 2009**: worked in **HD Finance** as a **Administration Collector**

Job Description

1. Receive data from the collector of the customer staff who make a payment which does not make payments.
2. Enter data into the system to which one must be re-categorized forfeiture which are not.
3. Creating a track sheet for daily data on customer input is already in the system to be discussed with the head collector.
4. Enter data about the customer money already paid by them and accepted by the collector and the rest of the staff who will accepted and fines that they receive (if any)
5. Creating monthly data on the customer to be created in the system.

**In 8 Februari 2010 – 24 Juni 2011** : worked in **Standard Charter Bank** as a **Customer Contact Center**

**Job Description**

1. Receive a well customer
2. Responds well to every customer about the problems faced by the customer
3. Provide the perfect solution to every customer who in the face of problems with the friendly and wise
4. Creating a track sheet every day of the customer that we have a good handle and report it to our superiors.
5. If there is a problem faced by customer services staff that can not be solved properly, it will be negotiated with each and every customer with our superiors know

**In 17 Oktober 2011 – present**  : worked in **Hotel Margot & Restaurant** as a **Supervisor**

**Job Description**

1. Supervise employees working in the restaurant
2. Create a daily report and monthly restaurant
3. Overseeing stock inventory and beverage restaurant
4. Creating employee schedule
5. Oversee the sale of restaurant

 Yours Faithfully

 **Yesy Elfrida Murthy Simamora, SE**