

LENY

July 11, 2015

To.

#### Personalia Department

Dear Sir/Madam,

Having heard of your esteemed company, I would be thankful if probably I have the opportunity to join your freelance of the company. According with my application, I attached the requirements.

I have been graduated from University of **Bina Nusantara** majoring **Computerized Accounting Systems (CA) -** June 2001**.** I am a hard worker, highly motivated, fast learner and self motivated. I am also responsible and committee experiences, I’m get used to conceptual thinking and interpersonal skills.

I am enclosing my curriculum vitae. I really appreciate if you consider my application.

Thank you very much for your attention and kindness.

Sincerely,

**L e n y**



LENY

# EDUCATION

**1997 – 2001:**

## Bina Nusantara University, Jakarta

Bachelor of Computer Science, June 2001

Concentration: **Computerized Accounting Systems (CA)**

Overall GPA : 2.57 (A=4.0)

**1994 – 1997:**

 **SMK Saint John, Jakarta**

Senior High School

**1991 – 1994:**

 **SMTP St. Cicilia 1, Jakarta**

Junior High School

**1985 – 1991:**

 **SDN 07 Pagi, Jakarta**

Secondary School

# EXPERIENCES

**2008 – October 2009**

**Citibank N.A., Jakarta, Indonesia**

MIS Analyst Citibanking – Retail Banking

* Calculate the SOP (Standard of Performance) and the SIP (Sales Incentive Program) of Personal Banking Sales
* Calculate the SOP (Standard of Performance) and the SIP (Sales Incentive Program) of FX Specialist
* Taking Leadership on managing the SOP/SIP Report
* Prepare monthly Portfolio Report for Branches
* Prepare monthly Sales Capacity Report Indonesia for Regional
* Training the Personal Baking Sales for the SOP and the SIP

**2006 - 2008**

**Citibank N.A., Jakarta, Indonesia**

MIS Analyst Acquisition – Retail Banking

* Calculate the SOP (Standard of Performance) and the SIP (Sales Incentive Program) of Acquisition Sales
* Calculate the SOP (Standard of Performance) and the SIP (Sales Incentive Program) of FX and IS Specialist
* Taking Leadership on managing the SOP/SIP Report
* Training the new hires of the acquisition to understanding the SOP and SIP Scheme
* Prepare monthly Portfolio Report for Branches

**2005 - 2006**

 **PT. Fanimas, Business partner of Citibank N.A., Jakarta, Indonesia**

MIS Analyst – Retail Banking

* Prepare Daily Sales Tracker for Local and Regional
* Prepare Daily Investment Sales for Local and Regional Analyst
* Prepare Daily Upload of Investment and NTB for Local and Regional
* Prepare Daily Sales Revenue Performance for Local
* Prepare monthly Upload of Master DST for Local and Regional
* Prepare monthly Portfolio Report for Branches

**2003 - 2005**

**PT. Primerindo, Business partner of Citibank N.A., Jakarta, Indonesia**

MIS Reporting – National Financial Consultant

* Prepare monthly performance reports for business reference
* Prepare monthly Dashboard reports and variance analysis
* Provide all reports for Local and Regional Analyst
* Do checking for monthly Incentive calculation

**2002 - 2003**

**PT. Dunkindo Lestari, Jakarta, Indonesia**

Audit Analyst Staff

* Analyze all accounting reports
* Prepare daily and monthly reports
* Calculate monthly revenue
* Do checking for monthly Incentive calculation

**2001 - 2002**

 **PT. Mulya Adhi Paramitha, Jakarta, Indonesia**

Accounting Staff

* Prepare monthly Financial report
* Prepare journal reports monthly
* Control all banking transactions and prepare the summary monthly

# COMPUTER SKILLS

* **Business Application Packages:**

# MS Office, MS Access, MS Power Point, E-mail.