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| Tjiam Jei Ming | |
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|  | Personal information   |  |  | | --- | --- | | **Gender** | : Female | | **Place and Date of Birth** | : Jakarta, 6th June 1979 | | **Nationality** | : Indonesia | | **Marital Status** | : Married | | **Address** | : Jl. Puspita Raya Blok D2/2, Sektor III-3  Kompleks Puspita Loka, BSD City | | **City** | : Tangerang Selatan | | **Province** | : Banten | | **Postal Code** | : 15321 | | **Home Phone Number** | : +62-21-53160295 | | **Mobile Phone Number** | : +62-815-8861203 | | **E-mail Address** | : [jeimingtjiam@yahoo.com](mailto:jeimingtjiam@yahoo.com) | |
|  | Objectives  To gain more experience and deliver maximum results by utilizing my broad skills to achieve company’s goals with effective and efficient approaches.  Education  Bina Nusantara University, Jakarta, Indonesia  1997 - 2001  Bachelor Degree of Information System  GPA: 3.81 of 4.00 possibilities  self-personal summary  With over 10 years of experience as professional worker, I have possessed strategic roles, learnt multiple business processes and also acquired technical skills in several industries.  I am also a quick learner type of person and do not hesitate to learn new things to achieve the set of targets with fullest efforts.  A good skill in data management, business warehouse and system analyst carries out a major role in my capability as a project leader.  Trustworthy and integrity is one of the main principles in every aspect of my life especially when it comes to improve my career with strong sense of responsibility, hands of management, good communication skills, strong loyalty, and self-motivation.  skills   * Excellent project management skills * Strong leadership and organization skills * Strong negotiation skills * Strong analytical and reporting skills * Strong implementation of various business process skills * Good interpersonal and communication skills * Excellent customer satisfaction focus and business relationship management skills * Good sensibility and awareness of SOP   experience  Web Designer and Developer | Freelance  2014 – 2015   * Collect user requirement. * Design and develop website according to user satisfaction. * Develop Content Management System (CMS) for user to maintain their data. * Use HTML5, CSS3, PHPmyAdmin and Adobe Photoshop.     Project Leader and Senior Business Process Analyst of SAP Business One | PT Asia Pulp & Paper  2008 - 2014   * Collect user requirements and ensure all user activities are aligned with standard operation procedures and IT best practices. * Analyze and review all business process improvement, benefit and efficiency. * Analyze and ensure all reports related to business should be created. * Configure SAP Business One system and ensure the system meet with user requirement and procedure. * Training users of each department to understand a whole process and can use system correctly. * Implementation a whole system and ensure system can be run by user smoothly day to day. * Coordinates and Monitor all project teams to work efficiently and meet the target according to the quality results and project schedule.   Senior Technical of SAP Business warehouse | PT Asia Pulp & Paper  2005 –2008   * Design and configure SAP Business warehouse new project related to data source, transfer data schedule, data storage and report appearance. * Analyze and improve SAP business warehouse data performance. * Monitoring and fix data transfer error if any.   Senior Business Process Analyst of Oracle Finance | PT Jati Solution  2004 – 2005   * Training users to understand a whole process and can use system correctly. * Implementation a whole system and ensure system can be run by user smoothly day to day. * Responsible for giving solution, problem solving, and technical support before and after system implementation.   Programmer and System Analyst of Microsoft Visual Foxpro| PT Japfa Comfeed Indonesia  2001 – 2004   * Design application that meet with user requirement. * Develop application using Microsoft Visual Foxpro and Oracle Database. * Training users to understand a whole process and can use system correctly. * Implementation system and ensure system can be run by user smoothly day to day. * Responsible for giving solution, problem solving, and technical support before and after system implementation.   Assistant Supervisor| Bina Nusantara University – Software Lab  1998 – 2001   * Responsible for and manage over 20 assistants for running the operation of the laboratory’s activities and also their daily activities * Responsible for and manage the company’s administration * Managed the information system * Allocated activities’ schedule for the company for the whole semester * Responsible for and tutor students based on the schedule that have been assigned * Trained new assistants to increased their capability for teaching’s skill * Improved individual skill and also team work skill especially in programming that have related to the class’s material   certification/training   * 1st Winner of HQ Best Employee Award 2010 * 1st Winner of Just Do It for SAP Business One Project Award 2010 * SAP Business One Internal Training 2008 * SAP General Ledger 2007 * SAP Fixed Asset 2007 * SAP Billing Processing 2006 * SAP ABAP/4 Development Workbench 2006 * Business Benefit Workshop 2006 * SAP Business Warehouse from SAP Indonesia 2006 |



