Erlyn Annisa

Jakarta, 14 June 1991
Perum.Pejuang Jaya Blok C-12 Rt. 007/012 Bekasi 17131

Phone : 087781300175
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Marital Status : Married

Formal Education

Schools :	Graduate:
21 Senior High School, Jakarta	2005-2008 (Science)
UniversitasNegeri Jakarta	2008-2013 Mathematics and Science Dept. (strata one) GPA 3.41-scale 4.

Non-Formal Education

English Course at LIA	2007-2008 (Intermediate Level)
PelatihanLaTeX	2011 (Certified by PUSKOM UNJ)
Microsoft Excel Training For Intermediate Level	2013 (PT Asuransi Astra Buana)
Microsoft Excel Training For Advance Level	2013 (PT Asuransi Astra Buana)

Working Experiences

- Mathematics Teaching Staff at Sang Juara Educational Course (2009-2010)
  Job desc. : Teach Mathematics in a class of five people.

- Internship Work at BadanPusatStatistik (2011)
  Job desc. : Help BPS's employees to calculate Indonesian census on 2010.

- Mathematics Private Tutor (2009-Now)
  Job desc. : Teach Mathematics privately.

- Data Processing Officer, PT Asuransi Astra Buana (May 2013-August 2014)
  - Process and calculate production of 4 wheeler insurance daily and monthly.
  - Distribute the data to all departementsin 4 wheeler.
  - Provide all data of 4 wheeler to 4 wheeler Directorate.
  - Compile and process data of Cash Dealer production monthly.
  - Update Marketing Dahsboardof 4 wheeler monthly.
  - Compile and process Company Review and Business Review monthly.

- Calculate DQI (Data Quality Index) monthly and also distribute the data to all branches of PT Asuransi Astra Buana.
- Calculate and process welcome greetings and birthday greetings to satisfy all customers of PT Asuransi Astra Buana.

- Branch Support Officer, PT Asuransi Astra Buana (August 2014-June 2015)
  - Process and calculate production of 4 wheeler insurance daily and monthly and present it by Branch.
  - Process production of Commercial insurance monthly and present it by Branch.
  - Distribute and Support the data to all Branches of PT Asuransi Astra.
  - Update Report Performance of all Branches of PT Asuransi Astra for Weekly Corporate Meeting.
  - Compile and process Branch Review as per month.
  - Process and calculate Account Receivable per branch weekly and monthly.
  - Make simulation of retail production in the last ten days of every month.
  - Analyze plan of commercial productions for every branch.
  - Maintain and calculate Key Performance Index Branch every month.

- Regional Business Support Analyst, PT Asuransi Adira Dinamika (July 2015-Now)
  - Help and support Regional Businesses of PT Asuransi Adira Dinamika.
  - Process and analyze GWP of Regional Businesses weekly and monthly.
  - Process PICA (Problem Identification and Corrective Actions) to be filled with Regional Business Head, so we can maintain the problems and take care correctly.

Organizational Experiences

BEMJ Matematika
Position : staff at Advocation and Sport Department

BEMF MIPA
Position : staff at Research and Science Department

PelangiMatematika XVI & XVII
Position : Coordinator of Elementary and Senior High School's Maths Competition.

4 Wheeler Team Building to Anyer 2013
Position : Comittee

HUT AAB 58
Position : Committee

Personal Strength

Have a good analytical skill, hard worker, fast learner, humble, adaptable & open minded.

Skills

Computer
Microsoft Excel
Microsoft Word
Microsoft Power Point
SPSS
Internet

Language
English

Jakarta, October 2015
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