

# ADE SOPIANDI

☎ +6281380845031/+6285159087988

✉ Adesopiandi21@gmail.com

🏠 Kota Bekasi



## Profile

I graduated with a bachelor's degree in Economics (Management), I have a strong sense of logic, which helps me to grasp things clearly and makes it easier for me to solve issues. I am capable of working both independently and involve in a team. I have developed communication, planning-organizing and team-work skills from my latest working experiences. I am eager to learn, enjoy overcoming challenges and I have a genuine interest in business, human resources, financial and making organizations successful.

## Working Experiences

**Self Employed** | 2022 – Present

**Credit Analyst at PT Niaga Jaya Lestari** | Dec 2018 - Nov 2020

- Checking and Verify completeness of the financing applications documents.
- Analyzing the legality of the analyzing submission document.
- Collecting information and related to the business of the debtor (survey, telephone, observation, media).
- To Support the credit analysis process.
- Analyzing the debtor's financial capacity (income, checking accounts, other data).
- Monitoring the Credit Analyst daily activity in the team.

**HR Admin Driver Management System at PT Agung Solusi**

**Trans** | June 2015 - June 2016

- Handling employee agreements (PKWT and PKWTT), warning letters, reference letters, etc.
- Maintaining and updating database employee.
- To Assist other HR Officer (Training, Recruitment, Payroll) in daily basis works, for example Training data collection, interview arrangements and so on.
- Maintaining physical and digital personnel records.

**Store Crew at Circle K** | Oct 2014 – May 2015

- Provides efficient, friendly, and courteous service to all customers
- Maintain and updating database employee
- Perform cashiering activity, Maintains the cleanliness, lifts and carries cases of goods and beverage items and arrange accordingly
- Support daily operations of store

## Education

**Universitas Terbuka  
Jakarta** | 2017-2022

S1 Management (GPA 3,35)

## Hobbies

- Badminton
- Hiking
- Reading

## Skills

- Microsoft Office (Word, Excel & Power Point)
- Time management
- Leadership
- Communication