ANDY SETIYADI

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ABOUT ME

With more than 15 years of experience in Business Support, Data Analysis, Project Management, and Administration roles, my proficiency extends to Microsoft Office, Google Workspace, Visio, project management software, and data visualizations. I have strong analytical, attention to detail and problem-solving skills. My mission is to leverage my skills and expertise to provide reliable contributions to the company and continue to learn new methods and technologies to develop my career opportunities.

EXPERIENCE

PT. Danamas Insan Kreasi Andalan – Jakarta

Position: Systems & Procedures Supervisor   July 2024 – September 2024

- Oversee, design, develop, and implement efficient operational systems and procedures within the company. Ensure all business processes comply with company standards and regulations, contributing to operational quality improvement through SOP development.

PT. K-Link Nusantara – Jakarta

Position: Consultation Support   January 2022 – June 2023

- Managed and monitored inbound consultation traffic from digital healthcare consultation feature within DNM Mobile application. Processed and analyzed consultant performance data and prepared reports to the stakeholders.

Position: Business Support Executive   March 2019 – December 2021

- Executed validation, processed, and analyzed data of insurance sales performance and provide data visualization to the stakeholders.
- Created business plan, monitored and prepared data of salesforce networks, potential markets, and contest achievements.
- Calculated salesforce compensation and applied for payment through the finance department.

PT. Hanwha Life Insurance Indonesia – Jakarta

Position: Bancassurance Support   August 2015 – February 2019

- Collected, interpreted and analyzed data to provide actionable insights to the stakeholders.
- Created dashboard and reports to provide regular updates on key metrics to enable leaders to monitor sales performance.
- Prepared calculations of salesforce compensations, bank commission, contest results, distributed documents and the equipment needed to support marketing activities.

PT. Great Eastern Life Indonesia – Jakarta

Position: Project & Management Report Executive   January 2008 – July 2015

- Gathered and analyzed business requirements, prepared Business Requirement Documents (BRD) and communicated business needs from users to IT development teams.
- Created test cases with scenarios, conducted system testing, user acceptance testing (UAT) and quality assurance to ensure developed systems meet the business requirements.
- Handled data analysis, prepared reports, dashboards and visualizations to provide regular updates on performance of users in Operations Division.

EDUCATION

- **STIE Indonesia School of Management**
  Bachelor's degree, Financial Management of Actuarial
  August 2009 – October 2011

- **Badan Pendidikan dan Pelatihan Keuangan**
  Diploma, Actuarial
  September 2004 – October 2007

COURSE & CERTIFICATION

MySkill (August – October 2023)
Data Analysis: Fullstack Intensive Bootcamp
Course: Introduction to Data Analysis, Basic Statistic, Data Formatting, Data Cleansing, SQL, Python, Data Visualization
Link Certificate: E-Certificate Data Analysis: Fullstack Intensive Bootcamp
Link Mini Portfolio: MySkill Data Analysis Bootcamp

Coding Studio (March 2023)
Excel Intermediate
Course: Pivot Table, Data Table Analysis, Linear Programming, Financial Solution, Payment Period, Index Match, Sales & Inventory Analysis, Automatic Dashboard, Macro Excel VBA
Link Certificate: E-Certificate Excel Intermediate

Simplilearn (October 2022)
Business Analytics with Excel
Course: Data Cleaning and Preparation, Business Analytics, Dashboarding, Data Analysis Using Statistics, Macros for Analytics
Link Certificate: E-Certificate Business Analytics with Excel

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SKILLS

Technical Skills
- Microsoft Office
- Microsoft Visio
- Google Workspace
- Trello, Asana, Jira

Languages
- Bahasa Indonesia
- English (Limited proficiency)