

Irina Apriana

Processing Transaction Analyst - IT Analyst

Indonesia

- Email me on Indeed: <http://www.indeed.com/r/Irina-Apriana/df7bac58fc95e0c2>

IT support for business

Content Moderation

Graph Integrity

Willing to relocate: Anywhere

Work Experience

Processing Data Analyst - Content Moderation

Manpower Business Solutions - Malaysia

May 2018 to May 2019

Data Analyst

- ~ Content Moderating
- ~ Graph Integrity
- ~ Personal Data Management
- ~ Team building

Customer Service Analyst - Assistant Country Head

Sutherland Global Services - Malaysia

November 2016 to December 2017

Malaysia November 2016 - December 2017

Customer Service Analyst - Assistant Country Head

- ~ Maintain Inbound and Outbound Call
- ~ Maintain, Responding, Follow up customer report/solving problem
- ~ Assist Manager to Deliver Meeting
- ~ Assist Manager to Built High Performance in Customer Services
- ~ Assist Manager to Built Plans and Performs
- ~ Responsible to Drive Strategic Initiative across the Supply Organization
- ~ Collaborate with Teammates to Overview Customer Services Satisfaction/feedback

Export Support Assistant Manager

PT. Ascendo International - Jakarta, ID

November 2015 to November 2016

Organize Data Entry Buyers

- ~ Correspondent Sales Issues
- ~ Deliver Information Regarding Shipping Goods
- ~ Follow up Personal Invoice & Packing List
- ~ Follow up Shipment Document
- ~ Update Price List for Sales
- ~ Maintain Stock Production

Education

Bachelor's

Additional Information

- ~ Advance English both Written and Verbal
- ~ Well Manage Interpersonal Skills
- ~ Well Manage Communication Skills
- ~ Capable to Operate Microsoft Office Word, Power Point, and Excel
- ~ Familiar with Windows and IOS Operating System