

# CURICULUM VITAE

**of**

**Dian Tirtana**

Jl. Cilandak KKO Gg. Kusuma Rt 07/08 No.10

Cilandak Timur, Jakarta Selatan 12550

085691111051

tirta1989@gmail.com

|  |
| --- |
| Personal Details |

Name : Dian Tirtana

Place/ Date of birth : Jakarta / September 13th, 1989

Sex : Female

Religion : Moslem

Marital Status : Single

Nationality : Indonesian

Permanent Address : Jl. Cilandak KKO Gg. Kusuma

Rt 07 Rw 08 No. 10, Jakarta Selatan 12550

Mobile Phone : 085691111051

Email : tirta1989@gmail.com

|  |
| --- |
| Formal Education |

## 

|  |  |  |
| --- | --- | --- |
| University | Master in Marketing Management – University of National, Jakarta  GPA 4th : 3,71 | 2013-2015 |
| University | Bachelor in Accounting – University of National, Jakarta  GPA 8th : 3.24 | 2007-2011 |
| Senior High School | SMK Kharismawita, Depok | 2004-2007 |
| Junior High School | SMP Negri 107 Pejaten Jakarta | 2001-2004 |

|  |
| --- |
| Training/ Courses |

|  |  |
| --- | --- |
| 2010 | Student Learning Forum at PT Indosat Tbk., Jakarta |
| 2009 | English Course at LIA (Lembaga Inggris Amerika) Pasar Minggu, Jakarta |

|  |
| --- |
| Skills |

Accounting & Administration : Teller, Cross Selling, Real-Time Gross Settlement (RTGS), Petty Cash Calculation, Telegraphic Transfer (TT)

Language : Indonesia, English

Computer : Microsoft Office (MS Word, MS Excel, MS PowerPoint), SPSS and Internet

|  |
| --- |
| Seminar |

## 

|  |  |
| --- | --- |
| 2008 | Seminar on stock at Indonesia Stock Exchange (Bursa Efek Indonesia) |
| 2008 | Seminar on taxation at Kantor Akuntan Publik (KAP), Pancoran Jakarta |

|  |
| --- |
| Apprentice/On Job Training |

* PT Indosat Tbk. on Service Parts Tower BTS, Central Jakarta
* KPP Jakarta Pasar Minggu on part of personal income tax

|  |
| --- |
| Work Experience |

|  |  |
| --- | --- |
| Jul 2014 – Jan 2015 | **Project Reporting Staff – PT Surveyor Indonesia**   * Support in drafting documents and reports for all projects * Report to Project Manager on meetings, project activities and any other relevant information * Assist Project Manager and Project Team with document distribution, scanning, copying, etc. * Assemble data books or operating manuals as necessary * Participate in the preparation of intermediate and final reports to the Ministry of Transportation Republic of Indonesia |
| Apr 2014 – Jun 2014 | **Marketing Staff – PT Bharaka Sarana Jaya**   * Responsible for handling marketing activities (email, phone, fax, follow up) * Creating report for all marketing activities * Client Visit & presentation * Reporting to Marketing Manager |
| Jun 2012 – Jun 2013 | **Frontliner – PT. Bank Mandiri (Persero) Tbk., Jakarta**   * Handle and adjust complex customer complaints, transaction and errors. * Reporting daily transactions (opening and closing) including petty cash and all transactions and verify transaction totals to management * Maintain and organize Cash ATM charging (Mandiri Cash Outlet – Branch Office) with Head of Branch Office * Record the transactions accurately, promptly and in a standardized format. Also issue transaction receipts to the customers. * Attempt to resolve issues in the customers' account * Process purchase and sell of foreign exchange. * Handle domestic and foreign transaction like Telegraphic Transfer (TT), Real-Time Gross Settlement (RTGS), Kliring, Sistem Kliring Nasional (SKN) * Explain and promote (cross-selling) bank's product or services like saving, insurance to existing customers. |
| Dec 2011 – May 2012 | **Frontliner/Customer Service – PT. Bank Rakyat Indonesia (Persero) (BRI), Jakarta**   * Process the transactions like opening savings account, opening deposit and other bank's service. * Handle frontline job including teller job * Attempt to resolve issues in the customers' account * Maintain customers' data * Print bank statement |

I declare the details stated to be true and complete.

Sincerely yours,

**Dian Tirtana**