



JORDY REVINDRA PRIANA

Jakarta, ID | P: +6287782778079 | jordyrevindra@gmail.com |
www.linkedin.com/in/jordy-revindra-priana

I am a person who eager to learn and dedicated with good attitude and high adaptability. I have capability using Ms. Excel, Ms. PowerPoint, Google Sheet. Objective: Working in operations team, I understand which business was feasible to run and how to make the business growth. Defining the wrong process and finding the right solution in a short time is needed to run operations within the company. Providing convenience to users is the most important thing in running a business.

EXPERIENCE

PT Metranet (PaDi UMKM – Telkom Group)

Nov 2020 – Present

Transaction and Operations Executive

- Monitor and improve the day-to-day operational functions of the platform.
- Build SOPs for platform operational processes and resolving issues experienced by users.
- Develop business process and steps which required over the company's development such as payment methods and logistic provider.
- Find and develop new business opportunities on existing platforms.
- Maintain the growth of transaction and GMV in all product categories.
- Reviewing the agreements between company and vendors/customers.
- Reconcile data and prepare the payments by verifying documentation.

PT Metraplasa (BLANJA.com - Telkom Group)

Aug 2019 – Oct 2020

Transaction and Monitoring Staff

- Develop business process and steps which required over the company's development such as digital product, payment methods, and logistic provider.
- Monitor the performance and effectiveness of business development.
- Build coordination and collaboration with all parts of the company to make all procedures going well.
- Doing business approach to partner, monitoring and reporting corporate transaction such as transaction volume and GMV.
- Reviewing the agreements between company and vendors/customers.
- Reconcile data and prepare the payments by verifying documentation.

EDUCATION

Universitas Bakrie

Aug 2015 – Aug 2019

Bachelor of Management, GPA 3.34 out of 4.00

- Study interests in Marketing, Human Resources and Management Operating System.
- Final work: The Effect of Advertisement "Introduction: JO & JEK" On YouTube Toward Brand Awareness Gojek Company"

ORGANIZATION EXPERIENCE

HIMPUNAN MAHASISWA MANAJEMEN UNIVERSITAS BAKRIE (HMM-UB)

Jul 2016 – Jul 2017

Head Division of Public Relations

Manage public relations in planning, coordinating, and executing public relations activities and events at the University to promote a positive image, arrange visits inside and outside Universitas Bakrie, record special events, supervise and manage every event, on and off campus activities.

SKILL SET

-
- Management, Analyst, Business Process Analyst, Communication.
 - Advanced with Microsoft Excel, Microsoft PowerPoint and Google Sheet.

CERTIFICATE

Microsoft Excel for Business Intelligence

2019

Native Enterprise

To get broad data analytics and visualization capabilities.