

INDAH RIWAYANI
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EXPERIENCE

PT. Graha Mandiri Abadi

Nop 2023 – Aug 2024

SPV of Human Resources Management

- Ability to communicate well, lead and work in a team
- Maintain good communication, relations with All Vendor
- Ensure 100% Manpower fulfillment as target
- Manage absences, payroll, reimbursement, record employee leave
- Work orientation on maintenance and administrative tasks such as providing salaries
- Managing employee pay slips
- Ability to analyze data, make strategic decisions, and plan human resource development initiatives
- Assess and evaluate the performance of employees

PT. Smartfren Telecom Tbk

Sept 2010 – Oct 2023

Staff of Commercial Regional Data Analyst

- Maintain good communication, relations with All Vendor/East Java Smartfren Distributor
- Create Purchase Order Distributor Cluster
- Ensure 100% order fulfillment
- Negotiate and Monitoring Distribution Product (on time delivery to all distributor branch)
- Ensure that all account balances are reconciled
- Make sure financial records are up-to-date
- Maintain payment Distributor and verify that various accounting calculations are correct
- Ensure 100% KPI
- Make daily delivery reports and warehouse stock
- Maintain inventory stock
- Analyst Return on Investment Distributor
- Make and Analyst Forecast of Stock Product
- Proactive and having good problem solving
- Maintain and handle all transaction Smartfren e-load system

Brilliant Education Center

Sept 2002 – Dec 2003

Teacher of elementary school

- Learning and Conversation in English Language
- Learning and Practical Windows Application

Sigma Computer

Apr 2001 – Aug 2002

Tutor @ Education Center

- Learning and Practical Windows Application
- Training project for windows application to government employee

LEADERSHIP

Training LKMM – Non-Governmental Organization, Pasuruan

Team Leader

Dec 2002

- Employee cooperative savings and loan training

Economics Department Student Association - Department, UNMER

Entrepreneurship

Jun 2002

- Designing business strategic for financial management students
- Business maintainer
- Designing fundraisers for departmental events

EDUCATION

Universitas Merdeka (UNMER) – Pasuruan, East Java

July 1999 – July 2003

Bachelor of Economic, S1 Economic Management; Cumulative GPA: 3.36/4.00; Topic for Final Project is Financial Analysis of Employee Cooperative P3GI (Pusat Penelitian Perkebunan Gula Indonesia)

SKILLS

Technical/Hard Skill: Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint), SAP

Non Technical/Soft Skill: Leadership, Teamwork, Good Communication, Fast Learner, Problem-solving, Critical Thinking, Negotiation.

Languages: Fluent in Indonesian, English, Javanese; Conversational Proficiency in Indonesian, English, Javanese.

Certificate: Student Management Training Skill