

Lampiran B



YUNIANTI EKA P.R.

ABOUT

I am interested to finance, human resources, and administration fields activities. Experienced in these fields with many challenges obviously, gave me an opportunity to sharpen all knowledge and skills that I have. Surely, it will also be useful for continuous career improvement. I am highly dedicated, a fast learner, attentive to details, and able to work individually as well as in a team.

WORK EXPERIENCE

PT VERIS | OCT 2017 - TO DATE

- Research Analyst / Verification Officer (Oct 2017 - Oct 2021)
- Senior Research Analyst (Oct 2021 - Apr 2022)
- Case Analyst (Apr 2022 - To date)

- Checking and ensuring all necessary documents from the candidates are sufficient to proceed the verification
- Following up and liaise with clients if any queries or updates
- Conducting background screening on candidates' credential checks (education, employment checks, professional qualification), Media Searches, Litigation (Criminal & Civil), Bankruptcy Checks, Global Compliance, etc.
- Assisting Junior Research Analysts to conduct education and employment verifications (both domestic and/or overseas).
- Conducting and analyzing Credit Check using Credit Bureau site and/or analyzing SLIK report.
- Conducting multiple reference Interviews to candidate's former and/or current supervisors.
- Translating interview results from Bahasa to English
- Analyzing some issues found from the verification results
- Preparing detailed and thorough pre-employment screening reports
- Monitoring and ensuring the credential contact database (education and employment), and reporting to SMT (when working as a Sr. Research Analyst)
- Coordinating with Field Team Researchers to proceed the candidate's identity check (this include: KTP, registered address, & current address), SKCK and marriage certificate checks)

GOZCO GROUP (PT SURYABUMI AGRO LANGGENG)

JUL 2017 - SEP 2017

Receptionist & Administration Staff

- Receiving visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately
- Direct visitors to the appropriate person and office
- Answering screening and forwarding incoming phone calls
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs and do the reimbursement and reported to the finance supervisor.
- Perform other clerical receptionist duties such as filing, photocopying, and faxing

PROFESSIONAL SKILLS

- Ms. Office
- Computer Literacy
- Data Analysis
- Account Receivable
- e-Faktur Pajak
- Administration skills
- Background Screening

PERSONAL SKILLS

- Fast Learner
- Integrity
- Communication
- Analytical
- Responsible
- Leadership
- Team player
- Organized
- Time management
- Interpersonal
- Motivated

CONTACT

- +62 878 8346 8364
- deborayuniantekapr@gmail.com
- Rengas V No. 54, Depok
Jawa Barat, Indonesia

PERSONAL INFORMATION

- DoB Jakarta, 20 June 1994
- Debora Yunianti Eka PR
- d_borayunianti



YUNIANTI EKA PR

ORGANIZATION & VOLUNTEER

Beloved Kids Teacher
Tiberias Church 's Servant

LANGUAGE

Indonesian (Fluent)
English (Intermediate)

REFERENCES

Upon Request

OAKWOOD PREMIER COZMO JAKARTA | OCT 2016 - APR 2017

Account Receivable Associate

- Preparing daily invoices
- Conducting day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data to system.
- Performing account reconciliation.
- Coordinating with FO and related parties when documents are not sufficient for invoicing and reporting to Credit Manager
- Posting and match the credit card settlement to the system.
- Conducting Daily Tax using e-Faktur.
- Filing the documents (e.g. Invoice and related documents for finance)

PT DUABELEAS MULTIKREASI INDONESIA | APR 2013 - MAR 2015

Administration, Finance & Project Support

- Invoicing and collected billing (AR activity)
- Keep updated records of the overhead office.
- Assist HR to complete the employment contracts.
- Project support for any event held.

TB. LILIN KECIL | JUN 2012 - OCT 2012

Administration and Customer Service Online

EDUCATION

PEMBANGUNAN JAYA UNIVERSITY

Management, Bachelor Degree | 2019 - To date (GPA: 3,7)
(expected graduation on 2023).

CHARITAS SENIOR HIGH SCHOOL

2009 - 2012 | Social

SEMINAR, TRAINING & WORKSHOP

- Visi & Misi Pelayanan Anak | Beloved Kids | October 2019
- Virtual Seminar: Tim Kerja, Perilaku Kerja Menyimpang dan Desain Intervensinya | Jaya Center for Advance Learning | July 2020
- Harisenin Minischool - Human Resources | November 2021
- Pendidikan Profesi Human Resources by Jaya Center Advance Learning | 2022

VOLUNTEER EXPERIENCES

- Beloved Kids Registration Team for Seminar Visi & Misi Pelayanan Anak (2019)
- Secretary on Church's Annual Event
- Registration Team on Church's Annual Event
- Beloved Kids Tiberias Sunday School Teacher & Servant