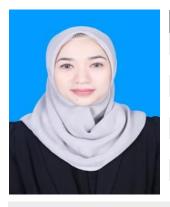
#### **Curriculum Vitae**



Personal Details		
Full Name	:	Diah Mepriana
Place, Date of brith	:	Bandung, Apryl 26 <sup>th</sup> 1988
Sex	:	Female
Marital Status	:	Single
Religion	:	Moslem
Height	:	160 cm
Weight	:	54 kg
Nationality	:	Indonesia

: Jl.Pasantren Bumi Prima Blok T No 21, Kel. Cibabat, Kec Cimahi

Utara Kota Cimahi 40513

Phone (mobile) : +62 822 1907 3889 Email : <u>diahmepry@gmail.com</u>

Profile Website : https://www.linkedin.com/in/diah-mepriana-461669154/

### **Educational Background**

#### 2017-2018

Address

Master Degree in Management, Universitas Widyatama, Bandung

#### 2006-2010

Bachelor Degree in Management Office, Universitas Pendidikan Indonesia, Bandung

# **Working Experience**

1. Nov 2015 – Dec 2016 : Bank BRI Kanca Majalaya as Funding Officer

2. Jun 2010 – Dec 2013 : Bank bjb syariah

- Administration and Secretary Director Business in Corporate

Secretary Group

- Staff IT QA in Information Technology Division

3. 2005 – Agust 2006 : Intership at Politeknik TEDC Bandung as staff Secretary

### **Job Description**

### 1. Working at Bank BRI

Periode : Nov 2015 – Dec 2016
Purpose : Contract Position
Position : Funding Officer

## Job Description:

1. Customer Acquisition: get the account of new funding accounts

2. Customer Retention : cross selling liabilities products in order to increase the number of funding revenue of banking customers

3. Customer Maintanance: one of the strategy in order to maintain relationships with existing customer

### 2. Working at Bank bjb syariah

#### **Corporate Secretary Gruop**

Periode : July 2010 – 2012
Purpose : Outsourching
Position : Adm/Secretary

#### Job Description:

- 1. Register and file of incoming and outgoing mail
- 2. Prepare for meeting weekly or monthly with Board of Director or management
- 3. Arrange director's schedule
- 4. Coordination and sinergy with other secretary

#### **Information Technology Division**

Periode : June 2012 - 2013

Purpose : PKWT

Position : Adm/staff QA

### Job Description:

- 1. Register and file of incoming and outgoing mail
- 2. Perform SIT (System Integration Test) and UAT (User Acceptance Test) for applications that will be created or developed for use operational bank
- 3. Prepare document SDLC (System Development Life Cycle) with project owner and project developer

### 3. Intership at Politeknik TEDC Bandung

Periode : 2005 – Agust 2006

Purpose : Intership

Position : Staff Secretary

### Job Description:

- 1. Register and file of incoming and outgoing mail
- 2. Correspondence

#### Qualification

- 1. Understanding of computer literature Microsoft Windows (Ms. Word, Ms. Excel, Ms. Power Point, Ms. Access), internate literate
- 2. Excellent organizational and communication skill
- 3. Good command both of written and oral in bahasa indonesia and english

## **Training Experience**

- 1. Workshop Mixed Methods Research
- 2. Enhancement Funding Officer (FO)
- 3. Was a guest speaker at a public lecture about banking courses in Universitas Pendidikan Indonesia (UPI)
- 4. Workshop Public Speaking "To Be The Best Communication For All The Situation"
- 5. Workshop of Secretary "Goes ToProfesional Secretary Development Technology and Modern Era
- 6. Table Manner Course in Coorperation with Hotel Santika & UPI

# **Personal Qualities**

- 1. Able to work independently or as a part of team
- 2. Easy going and adaptable person
- 3. Target oriented person with high integrity
- 4. Responsible, discipline, patient and honest