

## Curriculum Vitae



### Personal Details

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

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### Educational Background

#### 2017-2018

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 Group**

Periode : July 2010 – 2012  
Purpose : Outsourcing  
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 synergy 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. Internship at Politeknik TEDC Bandung**

Periode : 2005 – August 2006  
Purpose : Internship  
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 To Profesional Secretary Development Technology and Modern Era
6. Table Manner Course in Cooperation 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