



PUTRI CHAERUNNISA FEBRYANTI

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Bandung & DKI Jakarta, Indonesia

I am a highly motivated Mathematics graduate with a keen eye for detail, specializing in structured administrative processes. A dedicated individual who thrives on maintaining meticulous organizational standards. Enthusiastic about self-development activities and continually seeks opportunities to enhance skills and knowledge. Eager to contribute strong analytical and mathematical abilities to a dynamic work environment.

Education Level

Universitas Padjadjaran - Indonesia

Aug 2019 - May 2023

Bachelor Degree in Mathematics, 3.42/4.00

Work Experiences

PT Daya Macro Dinamika - Jakarta, Indonesia

Jun 2023 - May 2024

Consultant/Administrasi

PT Daya MACro Dinamika is an Insurance Intermediary Consultant that design insurance products specially for you, your family and your employees, including Health Insurance and General Insurance.

- Managed the health insurance claims submission process with primary responsibility, ensuring accurate recording and meticulous documentation of claim data, 2-3 claim document per day.
- Played a crucial role in supporting clients by addressing inquiries and effectively handling any issues that may arise during the claims submission process.
- Demonstrate a strong orientation towards detail, emphasizing the importance of precision in all aspects of the claims management process.
- Possess a deep understanding of health insurance claim procedures, contributing to a comprehensive and knowledgeable approach in managing and processing claims.
- Committed to ensuring a smooth and satisfying claims experience for every client, reflecting dedication to a high standard of service in the insurance industry.
- Tools: Microsoft Office (Outlook, Word, Excel)

PT Samudra Data Nuswantara - Indonesia

Apr 2023 - Mar 2024

Freelance Junior Data Analyst

NoLimit is a company that offers support for big data and data analytics solutions for all kinds and types of businesses.

- Conduct monthly summaries for a leading banking brand in Indonesia, encompassing both the brand's performance and that of its competitors.
- Responsible for analyzing and synthesizing data to generate comprehensive insights into market trends, customer behavior, and performance metrics.
- Compile detailed monthly reports, highlighting key findings and insights derived from the data analysis process.
- Emphasize attention to detail throughout the data analysis and reporting processes, ensuring accuracy and reliability in the delivered insights.
- Demonstrate proficiency in statistical analysis, utilizing quantitative methods to extract meaningful information from data sets.
- Maintain a commitment to delivering valuable insights that support informed business strategies, emphasizing the role of data in enhancing the banking brand's overall competitiveness.
- Tools: Microsoft Office (Excel & Power Point)

PT Eduka Teknologi Indonesia - Indonesia

Aug 2020 - Apr 2024

Mathematics & Quantitative Tutor

- Conduct in-depth research to curate relevant and effective exam questions for college entrance assessments. Design engaging and comprehensive sets of questions for Tryout sessions to enhance students' problem-solving skills.
- Stay abreast of the latest trends in educational assessment and college entrance exams. Integrate innovative teaching methods and resources to ensure students are well-prepared for the evolving landscape of academic evaluations.
- Emphasize the development of critical thinking skills by presenting real-world applications of mathematical concepts. Foster an environment that encourages students to think analytically and apply quantitative knowledge effectively.

Organisational Experience

BEM Kema FMIPA Unpad 2023 - Indonesia

Apr 2022 - Dec 2022

Deputy Head of KPSDM Department

BEM Kema FMIPA Unpad 2022 is a student organization within the Faculty of Mathematics and Natural Sciences, Padjadjaran University, which aims to synergize all parties within the Kema FMIPA Unpad environment. The KPSDM Department itself focuses on developing

environmental student resources at Kema FMIPA Unpad, by providing self-development training that is useful and according to needs.

- Cooperate with the Head of KPSDM Department to oversee the Department which consists of 9 staff.
- Become a Project Supervisor in Managerial Training activities (2022) which has 39 participants.
- Responsible for and coordinating with the Department of KPSDM in Unpad FMIPA environmental student associations.
- Supervising the Department which runs one big program, namely MIPA Bersatu or the 2022 FMIPA New Student Orientation Period.

PH Himatika FMIPA Unpad 2021 - Indonesia

Feb 2021 - Dec 2021

Head of KPSDM Department

PH Himatika FMIPA Unpad is a high institution in the life of student organizations at the level of the Undergraduate Mathematics Study Program at FMIPA Unpad which is executive in nature.

- Lead a Department consisting of 5 staff.
- Lead the committee for the Guidance Period of the Department which consists of 37 committees.
- Conducted 4 self-development trainings.
- Carrying out one leadership school activity attended by 80 participants.
- Monitoring human resources in the Mathematics Student Association of FMIPA Unpad.

School of Leader XIV BEM Kema Unpad 2021 - Indonesia

Apr 2021 - Nov 2021

Secretary I

School of Leader XIV is a leadership school implemented by BEM Kema Unpad 2021.

- Conduct administrative bureaucracy both inside and outside the School of Leader XIV committee. Cooperate with Secretary II. Taking care of all administrative affairs of School of Leader XIV. Making proposals and final reports on School of Leader XIV activities.

PH Himatika FMIPA Unpad 2020 - Indonesia

Feb 2020 - Dec 2020

Staff of KPSDM Department

PH Himatika FMIPA Unpad is a high institution in the life of student organizations at the level of the Undergraduate Mathematics Study Program at FMIPA Unpad which is executive in nature.

- Work together in a team of 7 Participants.
- Became the best Staff of KPSDM Department Period 1 and Period 2.
- Became the 2nd Period Best PSDMO Staff.
- Oversees the committee for the Guidance Period of the Department which consists of 50 committees.

Skills, Achievements & Other Experience

- **Modules Taken** 🎓 (2023): Data Analysis Course by MySkill
- **Modules Taken** 🎓 (2023): Corporate Finance Course by Myskill
- **Modules Taken** 🎓 (2023): Accounting Course by MySkill
- **Modules Taken** 🎓 (2023): Digital Marketing
- **Modules Taken** 🎓 (2023): Microsoft Excel
- **Modules Taken** (2023): Hari Senin Audit & Financial Analyst Bootcamp Batch 12
- **Modules Taken** (2024): Bootcamp MySkill : Data Analyst