



Maitsa Trina Nariswari

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 Maitsa Nariswari

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About me

My name is Maitsa Trina Nariswari, shortly Metsa. I am Hard working, enthusiastic and high motivation person, who likes working together, take initiative and seek out new challenges.

Educational History

STIE Indonesia Banking School (2015 - 2019)

Bachelor of Human Resource Management, GPA 3.38

SMA Negeri 46 Jakarta (2012 - 2015)

Majoring in Science

Skills

- Management Skills
- Licensing
- Public Speaking
- Negotiation
- Critical Thinking
- Communication Skills
- Adaptability
- Engagement Skills
- Systems Administration
- Interpersonal Skills
- Community Strategy Development

Language

English (Intermediate)

Bahasa Indonesia (Fluent)

Certificate

- General Banking (2018)
- Risk Management (2018)

From Lembaga Sertifikasi Profesi Perbankan Lv 1

Experience

PT Sumber Utama Nuansa

Licensing Freelancer (February 2023 - August 2023)

- Prepare all documents needed for the client to issue a license for install a solar power plant to PLN and ESDM.
- Recap and upload all the documents to the system.
- Coordinates with applicant, state agencies, and the corporate licensing department to ensure timely and efficient license acquisition and renewal.

PT Asuransi Allianz Life Indonesia

Licensing Officer (April 2020 - January 2023)

- Maintain all necessary records and update it on systems.
- Provide all licenses and permits within required timeframe.
- Administer all licensing renewals and inspect all requirements for same within require timeframe.
- Prepare and process all expense reports and manage all payment requests and maintain knowledge of all financial budget and track for same and make all required arrangements.

Via.com

Customer Relation Management Internship (November 2019 - Maret 2020)

- Provide general administrative support to the team to include filing, data entry, typing and assisting in the management of communications and paperwork, managing diaries, assisting with travel arrangements.

Bank Mandiri

Human Resource Management Internship (September 2018 - Desember 2018)

- Updating internal databases with new employee information like contact details and employment forms.
- Gathering payroll data such as working hours, leaves & bank accounts and screening resumes & application forms.

Bank Indonesia

Finance Internship

(January 2018 - February 2018)

- Assist with statistical analysis and other special projects.
- Report the finding and present them to the management.