



NIDA MUBARAK

+62 8122 6602 333 | nida.wm@gmail.com | Jakarta

Professionally experienced in the financial industry for more than 10 years, especially in insurance and banking within the fields of project manager, development, recruitment, credit risk, and consumer loans. I am able to provide solution from many perspectives for any work obstacle that come in my way since I am great at analytical thinking. Good negotiation skill is also my strength.

-EDUCATION-

Bachelor of Economy

Universitas Islam Indonesia (UII), Yogyakarta

September 2004 — August 2009

- LICENSES & CERTIFICATIONS -

Business Report Writing

English Today | Business English Training Provider

May 2021

Assessor of Competency Training

Indonesian Professional Certification Authority (BNSP)

LSP Perasuransian Syariah

March 2019

- PROJECT EXPERIENCES & ACTIVITIES -

Star FA Monthly Gathering (Online Event),

Great Eastern Life Indonesia

as Master of Ceremony

Jan 2020 — present

Quality Assurance Project, Allianz Life Indonesia

as a Compliance Assurance

May 2018

Newsletter of Sales & Distribution,

Allianz Life Indonesia

as a Editorial

August — October 2015

Fortune Promo Campaign for Bancassurance

Customer, Allianz Life Indonesia

as Winner Validator

October 2014

-SKILLS-

Program Campaign

Project Manager

Sales Recruitment

Insurance Licensing

Banking

Credit Risk

-LANGUAGES-

English

Indonesia

-HOBBIES-

Painting

Traveling

Fashion & Interior Design

EMPLOYMENT HISTORY

PT Asuransi Allianz Life Indonesia

Learning Executive

July 2023 — Present

- Conduct Basic Training for New Sales Force
- Doing pre-preparation such as coordination with Recruitment Team and mapping Trainer assignment for Basic Training

PT Great Eastern Life Indonesia

Development Executive

January 2023 — June 2023

- Conduct Basic Training for New Sales Force
- Doing pre-preparation such as coordination with Recruitment Team and mapping Trainer assignment for Basic Training
- Conduct Activation Training for Sales Force with zero production
- Develop and execute regular event for Sales Force with length of service under 6 months
- Analyze and develop underperformed Sales Force as part of Regional Trainer task

CFE Support, Assistant Manager

March 2021 — December 2022

- Develop and execute various contest and campaign for Digital Program
- Design end to end process for New Bancassurance Partnership Launching as CFE Project Manager
- Design end to end process for sales force management such as recruitment, retention program until termination process
- Appointed as PIC for CFE Department to support ongoing company's projects

FA Recruitment Executive

March 2020 — February 2021

- Develop and execute various candidate sourcing to attract potential sales forces
- Perform end to end recruitment and selection process including offering and onboarding process
- Design the recruitment system and procedure to improve the recruitment process effectiveness
- Provide onboarding professional equipment

PT Asuransi Allianz Life Indonesia

Recruitment, License & Quality Assurance

September 2018 — March 2020

- Implement human resources policies, procedures, laws, standards, or regulations to sales force and management
- Design the recruitment system and procedure to improve the recruitment process effectiveness
- Develop various recruitment program to get the best quality sales force
- Act as the person in charge of the company regarding the relationship with insurance regulator
- Manage all the requirements of sales force's insurance license as per regulation policies and procedures
- Validate sales force's background quality according to recruitment policies and procedures
- Monitor and evaluate recruitment process to be in line with procedure and manpower plan

Personnel Specialist

March 2015 — August 2018

- Socialize human resources policies, procedures, laws, standards, or regulations to sales force
- Manage all the requirements of sales force's insurance license as per regulation policies and procedures
- Monitor and evaluate Training Induction participant (new sales force) followed Training Induction procedure

- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities

Sales Channel Management Officer

November 2013 — February 2015

- Analyze sales force performance to give a recommendation for sales force promotion, demotion and termination.
- Monitor and ensure sales force and bank staff placement according to procedure and manpower plan
- Support and collaborate with the sales force for SPAJ submission process running well regard to sales target

PT Bank Mega, Purwokerto Branch Office

Branch Custody SMED

January 2013 — November 2013

- Analyze and execute credit process running well according to procedure and target
- Responsible for updating debtor information to Central Bank
- Monitoring the validity of document credit

Staff Collection SME, Commercial and Consumer

September 2011 — December 2012

- Analyze the customer population based in the credit risk segmentation
- Maintaining the good performance of credit quality by controlling the customer repayment punctually

PT Bank Mandiri (Persero) Tbk, Cilacap Branch Office

Sales Officer Consumer Loan Business Outlet

October 2010 — February 2011

- Promote and advice customers regarding consumer credit (Housing Loan and Non-collateral Loan)
- Analyze and suggest customer needs
- Develop a good relationship with the customers
- Support and collaborate with operation team for credit process running well regard to customer need

CV. Komunika Mitra Pratama, Yogyakarta

Secretary

May 2010 — September 2010

- Organize and assist Director daily activities and meetings
- Coordinate and ensure the accuracy, punctuality of all of the submission report (both regular and other reports) for the Director needs
- Perform administrative duties to Director office expenses and utilities