

Karawang, 2020

The Honorable,
Human Resources Department Head

Sincerely,

Along with this letter, I would like to submit a job application at the Staff Position in the Company that you are currently leading.

The following is my personal data:

Name	: Leny Wulansari
Place / Date of Birth	: Karawang, 30 June 1992
Last Education	: S1 - Management and Public Policy
Address	: Perum Taman Singaperbangsa Jl. Mujaer 1, Karawang
Telephone (Mobile)	: 087887101995
Status	: Single

With this job application letter, I attach :

1. Photo,
2. Photocopy of E-KTP,
3. Curriculum vitae (CV),
4. Photocopy of diploma,
5. Photocopy of Transcript,
6. SKCK,
7. Certificate of Expertise.

Thus submitting my job application letter, I hope to be able to join the company that Mr / Mrs lead and I am waiting for an answer.

Thank you for the time and attention that you have given.

Best Regard

Leny Wulansari

LENY WULANSARI

PROFILE

Seeking the position of a Staff in a challenging environment where my uncommon, creativity, skills, accuracy, carefulness, and will be provide detail data accuration by providing the principles of good service.



PERUM TAMAN SINGAPERBANGSA
JL. MUJAER 1 BLOK A7/10,
KARAWANG



LENY.JUNY@GMAIL.COM



0878 87 10 1995



EDUCATION

Bachelor Degree in Gadjah Mada
University, Management and Public
Policy, 2010 -2014

High School in SMA NEGERI 1
KARAWANG, SOCIAL, 2007 - 2010

SKILLS

MICROSOFT OFFICE

MACRO

PIVOT

SAP / ERP

PERBANKAN SYSTEM

SPSS

PHOTOSHOP

OUTLOOK

EXPERTISE

LEGAL KNOWLEDGE

NEGOTIATION

COMMUNICATION

REPORT WRITING

ENTRY DATA

DATA COLLECTING AND ANALYST

CUSTOMER SERVICE

PAYROLL

HUMAN RESOURCE

ADMINISTRATION

EXPERIENCE

MARKETING STAFF

- Communication with customer about forcase order, purchase order, and others.
- Receive Order from Customer and Analyze
- Create summary and make sure that the order received is correct
- Entry Data In PO IN & OUT so that it can be seen all divisions and presdir
- Handling Sales Documents, Sales Notes, Invoice / PL (Local - Export), SJ, and keep the shipment documents
- AR Function
- Create report, check shipping invoice data at the end of each month, make matches, analyze commissions at OIA
- Monitoring Shipment

JUNIOR STAFF - BACK OFFICE OF CREDIT

- Excellent Service for Customer
- Offer and explain banking products service
- Entry data customer on SID and BI Checking System
- Analyzing and checking the completeness of credit application documents
- Entry data BDD reconciliation
- Debtor financial analysis
- Processing credit disbursements, processing expenses such a life asurance, fire assurance, credit assurance, adminitration, provisi, notary.
- Documentation and Monitoring Data

PT. DONG JIN
TEXTILE
INDONESIA

KARAWANG

JAN 2020

-

JAN 2021

BANK BJB

KARAWANG

JUN 2015

-

NOV 2016



UNIVERSITAS GADJAH MADA

IJAZAH

Telah menyelesaikan dengan baik dan memenuhi semua persyaratan pendidikan Sarjana pada Program Studi Manajemen dan Kebijakan Publik (dh. Ilmu Administrasi Negara) di Fakultas Ilmu Sosial dan Ilmu Politik

Leny Wulansari

NRM: 10/302304/SP/24277

Lahir di Karawang pada tanggal 30 Juni 1992
Sehingga kepadanya diberikan gelar Sarjana Ilmu Politik (S.I.P.)
beserta hak dan kewajiban yang melekat pada gelar tersebut

Diberikan di Yogyakarta pada tanggal 17 November 2014

Dekan

Dr. Erwan Agus Purwanto, M.Si.



a.n. Rektor
Wakil Rektor Bidang Akademik
dan Kemahasiswaan

Prof. dr. Iwan Dwiprahasto, M.Med.Sc., Ph.D.



UNIVERSITAS GADJAH MADA
FACULTY OF SOCIAL AND POLITICAL SCIENCES

Jl. Sosio Yustisia, Bulaksumur, Yogyakarta 55281, Telepon : (0274) 563362, 542382, Fax. (0274) 563362 Ext. 222

TRANSKRIP AKADEMIK
Academic Transcript

Nama Mahasiswa (Name of Student) : LENDY WULANSARI
Nomor Mahasiswa (Student ID) : 10302304/SP/04277
Tempat Lahir (Place of Birth) : KARAWANG
Tanggal Lahir (Date of Birth) : 30 Juni 1992
Nomor Ijazah (Certificate Number) : 15995/SP/2014
Program Studi : Manajemen dan Kebijakan Publik (di. Ilmu Administrasi Negara)
Study Program : Public Policy and Management (formerly Public Administration)
Tanggal Masuk (Date of Admission) : 1 September 2010
Tanggal Lulus (Date of Completion) : 17 November 2014
Derajat Keseluruhan : Sarjana Ilmu Politik (S.I.P.)
Degree : Undergraduate/Bachelor

Tahun Akademik (Academic Year)	Kode Mata Kuliah (Code Of Course)	Tipe Kuliah dan Bahasa Pengantar (Type of Courses and Language of Instruction)	Mata Kuliah (Course)	SKS Dicapai (Credit Earned)	Nilai Huruf (Grade)	Nilai Angka (Point)
2010/2011	SPA206	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Pengantar Ilmu Administrasi Negara (Introduction to Public Administration)	3	A-	11.25
2010/2011	SPA221	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Teori Organisasi (Organizational Theory)	3	B+	9.75
2010/2011	SPA222	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Manajemen Publik (Public Management)	3	B+	10.50
2010/2011	SPA223	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Perencanaan Pembangunan (Development Planning)	3	B+	9.75
2010/2011	SPA242	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Kebijakan Publik (Public Policy)	3	B-	10.50
2010/2011	SPU101	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Pengantar Ilmu Politik (Introduction of Political Science)	3	B+	9.75
2010/2011	SPU104	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Sejarah Sosial Politik Indonesia (History of Indonesian Social Politics)	3	B-	8.25
2010/2011	SPU110	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Ilmu Sosial Dasar (Basic of Social Science)	3	B	9.00
2010/2011	SPU220	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Sistem Sosial dan Politik Indonesia (Indonesian Political and Social System)	3	B+	9.75
2010/2011	UNU100	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Agama Islam (Religion : Islam)	2	A	8.00
2011/2012	SPA3309	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Teori Organisasi Publik II (Teori Administrasi Publik) (Public Organization Theory II)	3	B+	9.75
2011/2012	SPA3211NT	Immersion-Bahasa Inggris Immersion in English	Institusi Internasional (International Institutions)	3	B-	8.25
2011/2012	SPA3212	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Statistik Untuk Manajemen dan Kebijakan Publik (Metode Kuantitatif) (Statistics for Public Policy and Management)	3	B+	9.75
2011/2012	SPA3313	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Metode Penelitian Kualitatif (Qualitative Research Methods)	3	AB	10.50
2011/2012	SPA3314	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Reformasi Administrasi I (Reformasi Administrasi) (Administrative Reform I)	3	AB	10.50
2011/2012	SPA3321	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Manajemen Sumber Daya Manusia (Human Resource Management)	3	A	12.00
2011/2012	SPA4015	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Reformasi Administrasi II (Administrative Reform II)	3	B+	9.75
2011/2012	SPA4017	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Sistem Penganggaran Pembangunan (Development Budgeting System)	3	B+	9.75
2011/2012	SPA4218	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Isu dan Kebijakan Desentralisasi (Current Issues and Policies on Decentralization)	3	B-	8.25
2011/2012	SPA4322	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Manajemen Aset (Asset Management)	3	AB	10.50
2011/2012	SPA4323	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Perilaku Organisasi (Organizational Behavior)	3	B+	9.75
2011/2012	SPA4409	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Manajemen Proyek (Project Management)	3	B+	9.75
2011/2012	SPA4410	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Manajemen Perusahaan Negara (Public Enterprise Management)	3	B	9.00
2012/2013	SPA2205	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Sejarah Pemikiran dan Praktik Administrasi Publik Indonesia (The History of Thoughts and Practice of Public Administration in Indonesia)	3	B-	8.25
2012/2013	SPA2206	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Teori Pembangunan (Development Theories)	3	A-	11.25
2012/2013	SPA4219	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Globalisasi dan Sektor Publik (Globalization and the Public Sector)	3	B+	9.75

Tahun Akademik (Academic Year)	Kode Mata Kuliah (Code Of Course)	Tipe Kuliah dan Bahasa Pengantar (Type of Courses and Language of Instruction)	Mata Kuliah (Course)	SKS Dicapai (Credit Earned)	Nilai Huruf (Grade)	Nilai Angka (Point)
2012/2013	SPA5219	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Internship (Internship)	3	A-	11.25
2012/2013	SPA5229	Kelas Umum-Bahasa Indonesia General Class in Indonesian	E-Governance (E-Governance)	3	C	6.00
2012/2013	SPA5324	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Pembaharuan dan Pengembangan Organisasi (Organizational Change and Development)	3	B+	9.75
2012/2013	SPA5325	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Pembangunan Kelembagaan (Institutional Development)	3	B	9.00
2012/2013	SPA5326	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Manajemen Pelayanan Publik (Public Service Management)	3	A-	11.25
2012/2013	SPA5327	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Teori Kepemimpinan Publik (Public Leadership Theory)	3	A-	11.25
2012/2013	SPA5412	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Gender dalam Manajemen dan Kebijakan Publik (Gender in Public Policy and Management)	3	B+	9.75
2012/2013	SPA5221	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Etika dan Akuntabilitas Publik (Ethics and Public Accountability)	3	B+	9.75
2012/2013	SPA5222	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Metode Penelitian untuk Manajemen dan Kebijakan Publik (Research Methods in Public Policy and Management)	3	AB	10.50
2012/2013	SPD2408	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Sosiologi Pedesaan dan Perkotaan (Rural and Urban Sociology)	3	B-	8.25
2012/2013	SPD8221	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Sosiologi Hukum (Sociology of Law)	3	A	12.00
2012/2013	SPD8222	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Masyarakat dan Lingkungan Hidup (Society and Environment)	3	AB	10.50
2012/2013	UNU500	Kuliah Lapangan Field Activity	Kuliah Kerja Nyata (Student Community Service-Community Empowerment Learning)	3	A	12.00
2013/2014	SPA1202	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Pengantar Ekonomi Sektor Publik (Introduction to Public Economics)	3	B	9.00
2013/2014	SPA2207	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Hukum Tata Negara (Constitutional Law)	3	C+	6.75
2013/2014	SPA3404	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Kebijakan dan Manajemen Pariwisata (Tourism Policy)	3	A-	11.25
2013/2014	SPU1123	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Metode Penelitian Sosial (Social Research Method)	3	B+	9.75
2013/2014	UNU115	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Pancasila (National Ideology)	2	AB	7.50
2013/2014	UNU1240	Kelas Umum-Bahasa Indonesia General Class in Indonesian	Kewarganegaraan (Citizenship)	2	A	8.50
2014/2015	UNU600	Pemilihan Skripsi Graduating Paper	Skripsi (Thesis)	6	AB	21.00

Prestasi Akademik (Academic Result)			
Total Point (Total Point)	472.25	Judul Skripsi (Title of Undergraduate Thesis)	Kolaborasi Stakeholders dalam Pengelolaan Objek Wisata di Kabupaten Sleman (Stakeholder Collaboration in Destination Management in Sleman Regency in Case Study of Volcano Attraction Tour in Umbulharjo, Cangkingan District)
Jumlah Mata Kuliah (Number of Courses Taken)	46		
Jumlah SKS (Number of Credit)	144		
Index Prestasi (Grade Point Average)	3.28	Pembimbing (Advisor)	AGUS HERUANTO HADNA, Dr., S.I.P., M.S.
Predikat (Predicath)	SANGAT MEMUKAPKAN		

Informasi (Information)	
Predikat (Predicath)	Keterangan Nilai (Grade Information)
5.51 - 4.00 : Cum Laude	A = 4.00 A/B = 3.50 B = 3.00 B/C = 2.50 C = 2.00 C/D = 1.50 D = 1.00 D/E = 0.50
2.75 - 2.50 : Sangat Memuaskan (Very Satisfy)	A = 3.75 B+ = 3.25 B = 2.75 C+ = 2.25 C = 1.75 D+ = 1.25 D = 0.75 E = 0.00
2.00 - 2.75 : Memuaskan (Satisfy)	

Pernyataan ini dibuat dengan akurat dan benar, diterbitkan di Yogyakarta, tanggal
This is certified to be as true accurate statement, and issued in Yogyakarta on:

Yogyakarta, 17 November 2014
Dekan Fakultas Ilmu Sosial dan Ilmu Politik
Faculty of Social and Political Sciences

Agus Heruanto Hadna, M.S.
NP. 1960032 195003 1 001

SURAT KETERANGAN

NOMOR : 0646/HC-HPK/2017

Yang bertandatangan di bawah ini :

Nama	: Cindek Pramawati Anwar
Jabatan	: Pemimpin Grup MKKP
Nama	: Herfinia
Jabatan	: Pemimpin Grup RPK

dengan ini menerangkan bahwa :

Nama	: Leny Wulansari
NIK	: 15.92.9776
Jabatan	: Junior Staf/Frontliner
Unit Kerja	: Cabang Karawang

menurut catatan administrasi kepegawaian kami, yang bersangkutan tercatat sebagai Pegawai PT. Bank Pembangunan Daerah Jawa Barat Dan Banten, Tbk. (bank **bjb**) sejak tanggal 24 Juni 2015 sampai dengan 1 Nopember 2016.

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Bandung, 4 Mei 2017

PT. BANK PEMBANGUNAN DAERAH JAWA BARAT DAN BANTEN, Tbk

DIVISI HUMAN CAPITAL



Cindek Pramawati Anwar
Pemimpin Grup MKKP



Herfinia
Pemimpin Grup RPK



Accredited by BAN-PTF
No. 001/SKEPISTS-AKR/BAN-PTF/2009

ENGLISH TRAINING SPECIALIST

Head office:
Jl. Sunan Sedayu No. 12 Rawamangun,
Jakarta Timur 13220

BBC TOEFL® PREDICTION

Certificate of Achievement
This is to certify that

Leny Wulansari

ENGLISH TRAINING SPECIALIST

achieved the following scores on the
Test of English as a Foreign Language™

Issued in Jakarta, May 20th, 2017


Dra. Lusi Reni Intan
Program Manager

BBC TOEFL® Prediction test is a concise form
consisting of sections as listed on the right.
BBC TOEFL® Prediction scores are valid for
only one year.

Sections	Scores	
	Raw	Converted
Listening	22	46
Structure	11	35
Reading	28	46
BBC TOEFL® Prediction Score		424
Date of Test	May 8 th , 2017	
Venue	BBC-ETS Karawang	
Certificate No.	542.022.05.17	

TOEFL® is a registered trademark of Educational Testing Service (ETS). No affiliation between ETS and BBC English Training Specialist is applied.



第 5040 号

修了証書

Certificate of Completion

LENY WULANSARI 殿

1992年06月30日

あなたは 世界エリート日本語 科において 初級1
課程 修了されたことを証します。

You have successfully completed the Japanese Course
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2015年04月30日
世界エリート日本語講座



ジャマルディン ラマンドウ
専務 Director Sekai Elite

SCORE REPORT OF THE JAPANESE - LANGUAGE PROFICIENCY TEST

これは2015年04月に行なわれる日本語の実力テストのレポートであります。
This is report of the Japanese - Language proficiency test conducted in April 2015

1 級 Level

合格 PASSED

文字。語彙 Writing - Vocabulary	出席 Attendance	聴 解 Listening	読 解。文 法 Reading - Grammar	総 合 点 Total
80 /100	73 /100	60 /100	100 /100	313 /400