



NEILSON WIJAYA

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I'm looking for ways to contribute my skills to the advancement of technology and project management in any industry that fits with my background and experience. I graduated from Kwik Kian Gie School of Business in 2019 and have nearly five years of experience as a project management officer in financial technology and banking companies.

EXPERIENCE

JAN 2023 – NOW

ASSISTANT PROJECT MANAGER, PT UOB BANK INDONESIA

- Collaborate with the technical development manager (business technology services), other IT teams, and regional teams to support and deliver end-to-end project implementation tasks and ensure project delivery on time within the project scope.
- Conducting administrative duties, such as setting up meetings and drafting the necessary forms
- Helping to coordinate and manage project tasks and deliverables
- Maintain project documentation, including status reports, schedules, and change logs.
- Performing other duties assigned by the project manager in an orderly and efficient manner
- Coordinate with the infra team to support the production implementation.
- Manage system maintenance and development activities, so as to meet the needs of information systems for the company and provide access quickly and accurately
- Supporting the BAU system (OS Patch, Vulnerability Fixing, Production Fixing, etc.)

JAN 2022 – AUG 2022

PROJECT COORDINATOR, PT UOB BANK INDONESIA

- Conducting administrative duties, such as drafting necessary form requests
- Assist with project management, including planning, tracking, and coordinating with various teams.
- Collaborate with the project manager and other IT teams, operations, business, and external parties to support and deliver infrastructure and server tasks and ensure project delivery on time.
- Preparing and providing documentation
- Scheduling and recording routine meetings and project meetings

JAN 2020 – JAN 2022

PROJECT MANAGEMENT OFFICER, PT PASAR DANA PINJAMAN(DANAMAS)

- Bridge the requirements between non-technical users and the technical IT team.
- Responsibilities of the assignee and project timeline
- Drive project direction and actively monitor project status to ensure high-quality project delivery.
- Ensure regular reports on project progress for the project manager.
- Execute the UAT testing plan and implementation, ensuring deliverables are well aligned with user expectations.

- Coordinate and facilitate third-party
- Check the developer's work and make the test result report.

JUN 2016 – JUL 2016

TICKETING OFFICER, PT JAKARTA INTERNATIONAL EXPO

Event PRJ 2016

- Enroll the visitor who wants to exit temporarily during the exhibition
- Daily report to supervisor about the amount visitors temporarily out

EDUCATION

2015 - 2019

BACHELOR OF BUSINESS ADMINISTRATION, KWIK KIAN GIE SCHOOL OF BUSINESS

Entrepreneurship – GPA 3.09

Jakarta

2012 - 2015

IPS, SMA SANTA MARIA DELLA STRADA

Jakarta

SKILLS

- Project Management
- MS Office
- Administration
- Jira
- SDLC
- SQL, Windows Server, Postman API
- Quality Assurance Tester

LICENSES & CERTIFICATIONS

- **IELTS Test Report - CEFR Level B2**
IDP Consulting Indonesia
Issued Jul 2024
Credential ID 24ID500705WIJN404G
- **Certificate Of Stage Graduation - Upper Intermediate**
EF For Adults
Issued Mar 2021
- **Certificate Of Completion - Learn JIRA with real-world examples**
Udemy
Issued Jun 2022
- **Certificate Of Completion – Operating Systems**
Udemy
Issued Nov 2023