HERLINA HARTANTO

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Based in **Semarang**

WORK EXPERIENCE

Administration Analyst, PT Warna Agung Semarang   **May 2016 - present**
Full-time job, analysing administration flow to deliver paints products to shops at Central Java area.

Part-time Research Analyst   **November 2017-present**
Remote job, providing due diligence reports of companies/high profile individuals mostly directors.

Senior Research Analyst, **Thomson Reuters (Malaysia)**   **Nov 2015 –Jan 2016**
Full-time job, my projects were creating Career Development Framework test for promotion; as well as updating research methodology and report templates.

Lead Research Analyst, **Thomson Reuters (Malaysia)**   **July 2014 –Oct 2015**
Full-time job, my projects include:
- Indonesian language expert, providing translation/information on Indonesian companies and individuals
- Updating Indonesian litigation
- Deputizing Research Supervisor which includes managing team's capacity, reports review to ensure quality and team's timely delivery of reports

Research Analyst, **Thomson Reuters (Malaysia)**   **March 2013 –June 2014**
Full-time job, my projects include:
- Performing due diligence and screening research on companies and individuals
- Evaluating and analyzing possibilities of risk on diverse aspects, such as political, economic and security risk
- Compiling comprehensive reports based on client's requirements and compliance purpose

EDUCATION

Master of Business Administration, INTI University, Malaysia   **2011 – December 2012**
- Dual Degree with Master of Arts in Management Studies, University of Hertfordshire, United Kingdom)
- Graduated with Upper Second-Class Honors
- Dissertation on Work-Life Balance of Banking Employees in Malaysia (Qualitative)

Bachelor of Information Technology, Multimedia University, Malaysia   **2008 - 2011**
- Graduated with First-Class Honors
- Majoring in Business Information System

Foundation of Information Technology, Multimedia University, Malaysia   **2007 - 2008**
- Graduated with First-Class Honors

ADDITIONAL INFORMATION

Skills : Google and Lexis syntax searches, World-check database, English-Indonesian translations, basic programming language (C++, PHP, SQL, HTML)

Language : English, Indonesian

Interests : Personal finance