



Contact

Phone

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Email

sarah.annisa7993@gmail.com

Location

Bogor, Indonesia (Jakarta time, UTC+7)

Education

2015

Bachelor of Library Science

University of Indonesia

2015

Professional Certificate of Financial Accounting

Faculty of Economics, University of Indonesia

Expertise

- Google Workspace (Sheets, Slides, Docs, Data Studio)
- Microsoft Office (Excel, PowerPoint, Word, Note)
- Work management tools: Trello, Asana
- Flowchart too: LucidChart, Visio
- Design: Canva, Photoshop
- Web scraping: Octoparse
- Online research tool: Jungle Scout, Ahrefs, Google Trend, SemRush, SimilarWeb, Google Scholar
- Ecommerce: Amazon, Etsy, Shopify
- Bookkeeping: Quickbooks, Xero

Language

Indonesia (Native)

English (Fluent, IELTS 7.5)

Sarah Annisa

An analyst with research and design insights. 7+ years of working experience (3 years in logistics & supply chain, 2 years in FMCG, 3 years remote working)

Remote Working Experience

○ July 2019 - present

Upwork.com | California, US

Professional Freelancer

As a Top-Rated freelancer, I offer the following services:

- market research, product research, competitive analysis
- financial reporting, bookkeeping, Excel-related tasks
- flowcharts, infographic, video editing
- presentations, business plan, fact sheet, brochures (writing & design)
- lead generation and web scraping
- online stores and ecommerce management
- book citation and Amazon KDP
- translation ENG-IDN



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Formal Working Experience

○ Feb 2018 - Nov 2020

Ninja Xpress Indonesia | Indonesia

Pricing Analyst

Supervisor - FP&A Team - Finance Division

- analysing commercial deals and promos for customers
- setting-up shipping tariffs
- provide management monthly reports (Capex, Opex, budget, EBIT, EBITDA, etc)
- analyse P and L of shipping rate deployment
- provide regular monitoring of competitors' tariffs
- supervising pricing staffs to build rate card database
- pre-analysis and post-analysis of budget proposal related to marketing campaigns
- being one point contact for sales, marketing and finance team



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○ Dec 2015 - Dec 2017

Fonterra Indonesia | Indonesia

Sales Performance Analyst

Supervisor - Sales Development Team - Sales Division

- process sales data, providing daily/monthly/yearly sales report
- analyse and breakdown national sales into area sales target
- managing distributor and sales force incentive
- tracking sales KPIs, sales contests, Out of Stock and SLA
- provide ad-hoc sales and stock report, e.g. for business continuity plan
- supervising sales admins related to sales administration

○ Feb 2015 - Dec 2015

Zomato Indonesia | Indonesia

Sales Support Associate

Staff - Sales Division

- handle sales administration (invoice, proformas, payments)
- provide campaign performance reports for clients
- campaign activation on the site