

Amos Dwi Prasetyo

Operations Analyst

Prasetyoamos
prasetyoamos.com



Dear, HR Team

I am writing to express my interest in the Business Operations Specialist position. With my extensive experience in operational continuity, cross-functional coordination, reconciliation, regulatory reporting, process oversight, and custody operations management, I am confident in my ability to support your operational excellence.

Throughout my career, I have led incident resolution, created performance dashboards, monitored systems, conducted root cause analysis, and implemented operational process improvements. My analytical, communication, and stakeholder management skills enable me to transform operational data into actionable insights and facilitate efficient collaboration across Product, Tech, and Marketing teams.

I am excited to bring my cryptocurrency exchange operations expertise to your organization and contribute to your mission. Thank you for considering my application. I look forward to discussing how I can support your operational objectives.

Sincerely,

Amos Dwi Prasetyo



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Portfolio

prasetyoamos.com

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Ops Analyst



PROFIL

Operations and Business Analyst with 4+ years of experience in financial operations, data analysis, and cross-functional process improvement. Skilled in transaction processing, reconciliation, reporting, and collaboration across operations, compliance, and technical teams.

EDUCATION

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Bachelor of Informatics System

Universitas Buddhi Dharma
Graduated: 2025 | GPA: 3.64

Certifications:

- Google Advanced Data Analytics Certificate
- Wharton Online Fundamentals of Finance
- Tableau Data Ecosystem

TECHNICAL SKILLS:

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- Programming Languages:**
Python (Pandas, NumPy), SQL, Js
- Data Visualization:**
Tableau, Matplotlib, Data studio
- Data Processing:**
Excel, Google Sheets, Jupyter Notebook
- Ai Tools:**
Claude Code, Manus, Hermes

WORK EXPERIENCE

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Trading Operation

Gudang Kripto Indonesia, Tangerang

2026–Now

AR Finance

Data Lake Indonesia, Tangerang

2025

Reporting Intern

Lippo Karawaci Tbk, Tangerang

2023–2024

Administrator

Panca Jaya Dwimakmur, Tangerang

2023

Data Entry Officer

Panca Jaya Dwimakmur, Tangerang

2022

Administrator

Besar Inti Global, Tangerang

2021

SOFT SKILLS:

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- Problem Solving
- Analytical Thinking
- Effective Communication
- Time Management
- Creativity

See a detailed
portfolio scan here :

