

Dwi Sandi

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Professional with five years of experience in general insurance, combining risk analysis, financial research, and content creation. Applies AI across digital platforms, media development, and workflow improvement. Translates complex information into practical tools and engaging financial content, backed by experience in underwriting leadership and independent product development.

WORK EXPERIENCE

The Overpost | September - Now
Research & Social Media Specialist

- Researched financial topics and trends to uncover relevant content ideas.
- Turned complex financial concepts into clear, engaging social media content.
- Developed content angles, hooks, and scripts designed to capture audience attention.

PT. Asuransi Umum Bumida 1967 | June 2021 - Present
Head of Underwriting Section - Bumida Branch Depok
July 2025 - Aug 2026

- Oversaw daily underwriting and claims operations from policy issuance to settlement, reviewing claim reports and assessments for accurate coverage interpretation and proper handling.
- Evaluated risks across business classes against company guidelines, policy wordings, and OJK regulations; coordinated with Head Office on strategic and operational matters, including authorization for complex risks beyond branch authority.
- Prepared and presented periodic reports on underwriting performance, claim ratios, and operational updates to the Branch Manager and Head Office.
- Supported partners and agents in corporate pitches with underwriting expertise, explaining coverage, policy terms, and tailored insurance solutions to prospective clients to support business acquisition.
- Streamlined coordination across marketing, policy administration, and claims teams, improving speed and accuracy in policy issuance and claims processing.

Jr. Underwriter - Bumida 1967 Branch Depok | May 2024 - July 2025
Jr. Underwriter - Bumida 1967 Branch Syariah Jakarta II
June 2021 - May 2024

- Analyzed new and renewal submissions and calculated premiums under company underwriting guidelines across property, personal accident, cargo, motor vehicle, motorcycle, health, and other insurance classes.
- Created policies in the CARE System, printed documents, attached clauses to processed and officially signed policies, and maintained underwriting data in line with company procedures.
- Coordinated with marketing, finance, branch partners, and agents, and provided management-requested reports on acceptance techniques and policies.
- Conducted on-site closing surveys for new and renewal business in insurance classes requiring field assessments.

Rumah Sosial Kutub | Sept 2020 - Feb 2021
Digital Marketing Intern

- Personally managed and optimized 6 social media accounts across different platforms (Instagram, Facebook, TikTok)
- Created monthly content and copywriting (90 pieces of content per month)
- Conducted digital marketing research (Contributed to creating high-impact ad content)
- Assisted in problem-solving and brainstorming solutions to existing concerns

EDUCATIONAL HISTORY

Universitas Pembangunan Nasional Veteran Jakarta | Aug 2017 – Feb 2021
Bachelor of Management (Finance) - GPA : 3.71

- At UPN Veteran Jakarta, I gained a strong balance of academic foundations and practical organizational experience. These opportunities enhanced my communication and collaborative skills, shaping me into a well-rounded professional.
- Finalist Business Plan Competition in Collab UPNVJ 2020
- Silver Medal in Men's Class G at Surabaya Pencak Silat Open Championship 2019

SMA Negeri 63 Jakarta | Aug 2014 – Apr 2017
Social Science (IPS)– Graduated with an average score of 88.14

- 3rd Position in Giat Prestasi Pramuka DKI (Dec 2015)
- Leader of Pramuka SMA Negeri 63 Jakarta Association (Jan 2016 – Jan 2017)

SKILLS, ABILITIES &CERTIFICATES

- Indonesia (Native), English (Intermediate)
- Ms. Office (Word, PPT, Excel) (Intermediate), Spreadsheet (Intermediate), Care Technologies Insurance App (Intermediate)
- Certified in General Insurance AAMAI (CGI 001, CGI 002, Subject 101, 102, 103)
- BNSP-Certified Human Resources Staff

ORGANIZATIONAL HISTORY

Relawan Amal Baik by ZIS INDOSAT | Aug 2025 – Now
Head of Media Kebaikan

- Developed and executed a comprehensive year-long social media strategy and content bank for platforms like Instagram and TikTok to amplify the organization's humanitarian campaigns.
- Directed on-the-ground media documentation during humanitarian missions and managed strategic communications to strengthen synergy across multiple volunteer divisions.
- Executed core humanitarian programs and initiatives established by the organization.

Relawan Indonesia Tersenyum by Rumah Sosial Kutub | Jan 2021 – Dec 2022
Rescue Team

- Distributed aid and coordinated evacuations for residents affected by natural disasters.
- Executed core humanitarian programs and initiatives established by the organization.

Student Activity Unit (UKM) Pencak Silat UPN Veteran Jakarta | Jan 2020 – Dec 2020
Chairperson of the Organization

- Led, coordinated, and supervised the implementation of all organizational activities.
- Developed foundational organizational strategies.
- Synergized all divisions to achieve the organization's vision.

S1 Management Student Association UPN Veteran Jakarta | Jan 2019 – Dec 2019
Sponsorship

- Assisted the division leader and team in securing event sponsorships.
- Created sponsorship training programs for association members.
- Handled several projects: Festival Management (Head of the K3 division), Ifthar Jama'i (Head of the Events Division).
- Assisted in problem-solving and brainstorming solutions to existing concerns.

Student Activity Unit (UKM) Pencak Silat UPN Veteran Jakarta | Jan 2018 – Dec 2018
Public Relations Officer

- Managed the organization's social media accounts across multiple platforms (Instagram, YouTube, Line@).
- Maintained good relations with other organizations on campus and with the university
- Created a publication flow system.