**DAFTAR**

*Curriculum Vitae*

/ *Personal Details*

Email : daftar.379875@2freemail.com

*Gender* : Laki-Laki

*Date of Birth* : 08 Desember 1991 *Marital Status* : Belum Menikah *Nationality* : Indonesia

*Religion* : Kristen Katholik

## Riwayat Pendidikan dan Pelatihan

*Educational and Professional Qualification*

Jenjang Pendidikan :

# Education Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Periode** | **Sekolah / Institusi / Universitas** | **Jurusan** | **Jenjang** | **IPK** |
| 1997 | - | 1999 | SD Eben Haezer | - | SD | - |
| 1999 | - | 2000 | SD Tunas Baru | - | SD | - |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2000 | - | 2000 | SDN 028 | - | SD | - |
| 2000 | - | 2003 | SD Ignatius Loyola | - | SD | - |
| 2003 | - | 2006 | SMP Katholik Tj. Pinang | - | SMP | - |
| 2006 | - | 2009 | SMK Hang Nadim Batam | Elektronika | SMK | 32.65 |
| 2009 | - | 2013 | Universitas Putera Batam | IT | S1 | 3.37 |

Pendidikan Non Formal / Training – Seminar

1. Certificate PTE (Proficiency Test of English)
2. Microsoft User Group Indonesia
3. Leeds Linguistics Centre (LLC)
4. Pelatihan Statistik Dengan SPSS Universitas Putera Batam

## Riwayat Pengalaman Kerja

*Summary of Working Experience*

**1**

Years : 2008

Company : PT Sun Precesion Engineering Indonesia Position : Trainer

Last Salary : 350.000

Job Description : Rework Powder Coating

I reject the charge of check goods coming into my department, choosing which goods are still in rework (corrected) and where the goods can not be repaired anymore. Then me-rework the goods before they are sent to the department Powder Coating to return later stuff Powder sent to QC results to check whether the item is OK or not OK. Occasionally I also helped in the Department of Powder Coating empty if the goods rework.

## 2

Years : 2013

Company : POLSEK SAGULUNG Position : P.S. KASIUM

Last Salary : -

Job Description : ADMINISTRATION

My task in Sagulung Police Office among others:

- Create Action Plan Daily, Weekly, and Monthly Head of Sagulung Police
- Create Action Plan Daily, Weekly, and Monthly Sagulung Police Office
- Make Attendance members of Sagulung Police Office
- Prepare Monthly Financial Report Sagulung Police Office During the second half of which is forwarded to the Barelang Police Office.

## 3

Years : Mei 2015 – August 2017

Company : PT. BS Logistics Batam

Position : Coordinator I

Last Salary : Rp 4.500.000

Job Description : Logistic Coordinator

My task as Admin & Coordinator Operations Include:

- Creating Delivery Order Equipment Exit and entry companies
- Create a Project Report.
- Set the Driver and Operator
- As project coordinator when the project loading, unloading cargo / module, rental of heavy equipment, transportation and so on.
- Take care of the documents tool / equipment for rent or completeness of project documents.

## 4

Tahun : Agustus 2017 – Now

Instansi / Perusahaan : PT. Bok Seng Investment Indonesia

Posisi : Logistic Coordinator I

Penghasilan Terakhir : Rp 4.500.000

Job Deskripsi : Logistic Coordinator

Tugas Saya sebagai Logistic Coordinator I antara lain:

* Membuat Delivery Order Equipment Keluar dan masuk perusahaan
* Membuat Laporan Proyek.
* Mengatur Driver dan Operator
* Sebagai coordinator proyek ketika ada proyek loading, unloading cargo/modul, penyewaan alat berat, transportasi dsb.
* Mengurus dokumen-dokumen alat/equipment untuk disewakan atau kelengkapan dokumen proyek.

## Kecakapan Berbahasa

*Language Proficiency*

|  |  |  |
| --- | --- | --- |
| No | Language | Ability |
| Reading | Writing | Speaking | Listening |
| 1 | Indonesia | Smooth | Smooth | Smooth | Smooth |
| 2 | Inggris | Smooth | Enough | Enough | Enough |

This I created this CV actually.