



## EXECUTIVE SUMMARY

i am document controller a hard worker, easy to deal to others, goof attention to detail, ability to stay calm under pressure, organised person, a great team player, have desire to show initiative and have q willing to learn new knowledge

## SKILLS AND EXPERTISE

English Bahasa , Microsoft Office, Copy Writing, Content Creation, Editing PDF Acrobat, Lotus Noted, QDMS Document System, Shoka 1 Document System & Shoka 2 Document System

## CONTACT

Full Name: Feri irianto  
Place/Date of Birth: Cilacap, 19 Nov 1991  
Address: JL. Kaumpandak Cibinong Bogor  
Age: 30  
Height/Weight: 168cm / 70kg  
Nationality: Indonesia  
Regition: Islam  
Martial Status: Merrid  
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# Feri Irianto

## DOCUMENT CONTROL

## WORK EXPERIENCE

### DOCUMENT CONTROL PROJECT

- ♦ PT. RAPID INFRASTRUKTUR INDONESIA| Feb 2020 - Feb 2021 (Sugar Mill Plant Project) Site Wanga, Nusa Tenggara Timur
- ♦ PT. INTIKARYA PERSADA TEHNIK | Oct 2012 - Jan 2020 (Project Pupuk Kaltim 5, Petrochemical, Pabrik Synthetic Rubber Indonesia SRI U3, Oil & GAS Suban Compression Project)
- ♦ PT. BETASURYA TATAGRAHA EPC | March 2012 - Oct 2012 (Project PLTU Batanghari Jambi)
- ♦ PT. KELSRI EPC | Jan 2011 - Jan 2012 (Project Pipeline 3A Cikande Bojonegoro)
- ♦ Handling Engineering Documents & Vendor Documents
- ♦ Prepare Submission Engineering Document & Vendor Document To Client
- ♦ Update Status Document & Drawing (Microsoft Excel), System Document ( QDMS, Shoka 1, Shoka 2, Lotus Noted)
- ♦ Prepare Transmittal Submission Document Engineering To Client
- ♦ Controlling Consistency Data
- ♦ Control Revision Engineering Document & Drawing
- ♦ Reporting Document Status Weekly Activity
- ♦ Expedite Document to Discipline, Vendor & Client (Overdue)
- ♦ Distribution, Receiving & Submit Hard/Soft Copy Technical Document
- ♦ Searching, Filing/ Archiving & Storage For All Technical Document
- ♦ Compile Technical Final Data Book Vendor Document & Engineering Document

## EDUCATION

SMA YAYASAN KARYA ENAM-ENAM  
JAKARTA

2006 - 2009