

ALVIN ANGGARA

GENERAL AFFAIR SUPERVISOR

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SUMMARY

Experienced in the work process of asset management, general services, facility management, utility management, and company administrative needs. Possess effective communication and problem-solving skills to support the smooth operation of the company.

PROFESSIONAL EXPERIENCE

- General Affair Asset Management Supervisor, PT Erajaya Swasembada TBK (Erajaya Group)**

Agustus 2024 - Present

 - Supervising administrative tasks related to asset management
 - Implementing end-to-end asset management across all business units
 - Updating company insurance for all business units
 - Supporting special projects and corporate events
- Purchasing and General Affair Asset Control, PT Internusa Jayaabadi Sentosa (Artha Graha Group)**

May 2023 - May 2024

 - Developing Standard Operating Procedures (SOP) for Asset Management and General Services
 - Implementing end-to-end asset management across all business units
 - Managing facilities and utilities
 - Overseeing the procurement of goods and services
- Group Leader General Affair, PT Tribhakti Inspektama**

Januari 2022 - April 2023

 - Supervising general affairs administration (building management, accounts payable, and asset management)
 - Monitoring general services and travel management
 - Overseeing warehouse safety stock
 - Preparing as well as implementing the Work Plan and Budget (RKAP) for the general affairs division
- Asset Management Area, PT Samator Gas Industri**

Januari 2020 - Januari 2022

 - Implementing end-to-end asset management in the Banten area
 - Creating operational distribution schedules
 - Compiling asset reports for the Banten area
 - Managing attendance and overtime calculations for the team

PROJECTS

- PT Erajaya Swasembada TBK**

Standardization of Asset Management

Task: Standardizing asset management procedures, creating asset management reports, and implementing asset management training for all business units.
- PT Internusa Jayaabadi Sentosa**

Standard Operating Procedure (SOP) Creation

 - Creating Standard Operating Procedure (SOP) for asset management
 - Creating Standard Operating Procedure (SOP) for general services
- PT Samator Gas Industri**

Strategic Asset Optimization Management

Task : Plan to optimize the use of immovable assets at customers to increase sales and company revenue

SKILLS

- Asset Management
- General Service
- Building Maintenance
- Facility Management
- Utility Management
- Personnel Management
- Travel Management
- Warehouse Management
- Communication Skills
- SAP System
- Microsoft Office
- HRIS System
- Canva Design

EDUCATION

Universitas Islam Negeri Jakarta

S1 - Kesejahteraan Sosial

Agust 2015 - Nov 2019

ADDITIONAL INFORMATION

Training & Certifications:

1. Certified Professional General Affair Management by Revolution Mind Indonesia.
2. "Merancang Strategi Pengendalian Risiko K3 di Tempat Kerja dalam Era Modernisasi" by PT Wahana Insan Prima.
3. "HR Class - Industrial Relation" Training by PT Wahana Insan Prima.
4. "General Affair (GA) Advance" by HR Wikipedia Indonesia Virtual Learning Session.
5. E-Learning Training and Technical Guidance "Office Administration Management by PT Talenta Borneo Harmoni.
6. Warehouse Management" Training by PT Celebes Perkasa Utama.