

ALVIN ANGGARA

GENERAL AFFAIR SUPERVISOR

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SUMMARY

Berpengalaman dalam proses kerja asset management, general service, fasilitas manajemen, utiliti manajemen dan kebutuhan administrasi perusahaan. Memiliki keterampilan komunikasi dan problem-solving yang efektif untuk mendukung kelancaran operasional perusahaan.

PROFESSIONAL EXPERIENCE

General Affair Asset Management Supervisor, PT Erajaya Swasembada TBK (Erajaya Group) Agustus 2024 - Present

- Supervisi administrasi asset management
- Implementasi Asset Management End to End seluruh unit bisnis
- Update company insurance seluruh bisnis unit
- Support project khusus dan event perusahaan

Purchasing and General Affair Asset Control, PT Internusa Jayaabadi Sentosa (Artha Graha Group) May 2023 - May 2024

- Membuat Standart Operating Procedure (SOP) Asset Management dan General Service
- Implementasi Asset Management End to End seluruh unit bisnis
- Facility and Utility Management
- Pengelolaan pengadaan barang dan jasa

Group Leader General Affair, PT Tribhakti Inspektama Januari 2022 - April 2023

- Supervisi administrasi general affair (Building management, Account Payable, Asset Management)
- Monitoring general service dan travel management
- Monitoring safety stock warehouse
- Membuat RKAP (Rencana Kerja dan Anggaran Perusahaan) dan realisasi divisi general affair.

Asset Management Area, PT Samator Gas Industri Januari 2020 - Januari 2022

- Implementasi Asset Management End to End Area Banten
- Pembuatan schedule distribusi operasional
- Compiling report aset area Banten
- Compiling absensi dan perhitungan overtime tim

PROJECTS

PT Erajaya Swasembada TBK
Pembuatan standarisasi aset management

PT Internusa Jayaabadi Sentosa
Pembuatan Standard Operating Procedure (SOP)

- Asset Management
- General Service

PT Samator Gas Industri
Strategic optimalisasi aset management

SKILLS

- Asset Management
- General Service
- Building Maintenance
- Facility Management
- Utility Management
- Personel Management
- Travel Management
- Warehouse Management
- Komunikasi
- SAP Sistem
- Ms Office
- HRIS Sistem
- 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.