

# Anita Mutiara

Experienced in EPC (Engineering, Procurement, Construction) and Manufacturing industry. I am an ambitious person who works hard to achieve my goals. I able to work individually or in a team.

## WORK EXPERIENCE

### PT. PUNGKOOK INDONESIA ONE

Compliance Staff – Document Controller | Feb 2020 – August 2021

- Manage and update documents such as SOP / Procedure all department, Policies, Working Instruction or flowchart, Licensing, Cooperation, and audit documents.
- Storage soft copy, hard copy documents and documentation.
- Monitoring the implementation of the policy and procedure that have been implemented properly by all employees.
- Assist Compliance manager during internal or external audits in preparing required documents.
- Make payment calculations (Purchase Orders, Invoice and submission) using Excel and AMS systems.
- Assist material handover and coordinating with Supplier.
- Make a checklist form for APAR, First Aid Kit, Cleanliness, Humidity, Electricity.

### PT. JGC INDONESIA

HSE Admin – LPG Tank Project in Cilacap | Feb 2019 – Oct 2019

- Arrange induction and training schedules as well as coordination of all personnel with related contractors.
- Register all new personnel through Security Access Registration.
- Prepare daily, weekly, monthly and man hour reports
- HSE Statistics report preparation
- Manage and classify HSE documents according to the technical requirements.
- Assist internal audit to ensure compliance with CSMS and compliance with Contractor HSE Plan.
- Record BBSO (Behavior Based Safety Observation) to analyze the incidence of unsafe acts and unsafe conditions involving workers to reduce the number of accidents and increase worker awareness.
- Assist socializing all HSE programs to all personnel and all contractors.
- Assist investigating and create a report of the incidents.
- Ensures that the site specific Permit to Work Procedure and safety guidelines satisfy the local rules and regulation.

## SKILL

Document Control	Negotiation & Communication
ISO45001:2018,, ISO14001:2015,	Customer Relations
ISO9001:2015	Time Management
Microsoft Office	Agile Personality



## CONTACT

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- Address II : Jl. Margonda Raya No.525A, Pondok Cina, Kecamatan Beji, Kota Depok, Jawa Barat 16424
- anitamutiara122@gmail.com
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## EDUCATION

UNIVERSITY OF MUHAMMADIYAH  
JAKARTA  
**2013 - 2017**  
Bachelor Degree in Public Health  
GPA :3, 10

## SERTIFICATE

- Occupational safety and health Expert (Kemnaker)
- ISO 45001 (Safety and health management system), ISO 14001 (Environment Management System)
- ISO 9001 (Quality Management System), ISO 19011 (Auditing Management System)