Cahyo Baskoro

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https://github.com/CahyoBaskoro/Yyo.View.io

(I am a graduate Diploma III of Gunadarma University who is highly motivated with a growth mindset, good attitude, and high passion for learning. ap growth mindset, have a good attitude, and have a high passion in learning. I am currently an *IT Infrastructure Specialist* with more than 11 years of working experience in the Insurance industry. I am looking for new challenges and opportunities to be able to contribute with great enthusiasm. I am a fun-loving person, adaptable, and can work in a team or individually. I was also previously awarded as an Exemplary Employee in 2014 at PT Jaya Proteksi Takaful (*PT Asuransi Chubb Syariah Indonesia*).

EDUCATION HISTORY

GUNADARMA UNIVERSITY (2007 - 2011)

(Managemen Informastika) (IPK 2.62/4.0)

- (Pembuatan Website Toko Lunick dengan menggunakan Adobe Dreamwaver CS3 dan Adobe Photoshop CS4)

WORK EXPERIENCE

(Admin Survei) – (PT Bank Danamon)
(Aug 2011 - Des 2011)
- Inputting data provided by other departments in the office
- Uploading data / input results to the existing system
- Collected data is entered into the archive (Winrar application) then given to colleagues
- After the data to be surveyed has been inputted and entered into the archive then the hardcopy is given to the survey vendor to be surveyed
- Updating the input data of the survey results
- Checking the survey results file provided by several vendors and then signed and stamped if the completeness is correct
- Phone conversations with several survey vendors in case of incomplete data

(IT Infrastructure Specialist) – (PT Asuransi Chubb Syariah Indonesia)
(Apr 2012 - Current)
- Install, configure, troubleshoot, repair, upgrade hardware ,Network & software to maintain functionality and usability (*Configuration Manager Console (SSCM)*
- Setup new users' accounts and profiles and dealing with password issues (*Takaful one system , oim2.chubb, Active Directory*)
- Analyze new technology hardware & software to provide bestpractice in daily work tasks by performing test and evaluation (*Lenovo, Dell,Cisco,Tplink,Dlink*)
- Plan, organize, direct, control and evaluate the operations ofinformation systems to ensure it meet SLAs
- Manage risks and issues that have a significant level of exposure (*Through Ticketing process on chubb.service-now and in coordination with Local IT Team Indonesia and Regional offices*)
- Manual Backup Database / Datacenter (*Windows Server 2008*)
- Affiliate with the vendor regarding hardware, software orservices guarantees to ensure availability, usability & functionality
- Assist to perform invoice processing and purchasing requisitionof IT purchases and expenses.
- Talking staff or clients through a series of actions, either face toface Remote or over the telephone to help set up systems orresolve issues (*Cisco Webex Meeting, Microsoft Teams*)
- Checking monthly, weekly and daily reports related to patchingwindows that failed to update, windows devender that is notsynchronised, and several reports that fail and checking directly tothe user's hardware that is experiencing problems in accordancewith existing guidance
- Manage C-Panel to control hosting server, manage e-mail server create or delete account e-mail
- Make phone network and data for additional purposes in theoffice environment (*Pabx KXTDA200, Avaya*)
- Manage the stock of equipment, consumables, and other supplies and record reports on loans, replacements, and purchases of items belonging to the Information Technology department
- Have a little basic knowledge of PHP & mysql scripting (*Assist MIS team for 3 months*)
- Improving, inserting or adding necessary menus on the office website for reporting needs and some that have to be added in some time
- Help complete the creation of an annual report or other reports that are in need
- Help create a design for office purposes (*Corel Draw & Photoshop*)

SEMINARS AND TRAINING

- (**Data Scientist**) : (IDCamp2023 - Decoding) - (October 2023 - Current)
- (**NSE 3 Network SecurityAssociate**) : (Fortinet) - (Valid Until 16 Mar 2025)
- (**The Public Training CCNA**) : (Graha Karya) - (18 - 20 October 2022)
- (**PHP & Mysql Fundamental**) : (Branmatics) - (2014)
- (**Network Fundamental Program**) : (NetCampus) - (2013)
- (**Graphic Design Course**) : (Institute for Technology Development, Gunadarma) - (2010)
- (**Workshop on Building MailServer Using Qmail Computerized development**) : (Institute for TechnologyDevelopment, Gunadarma) - (2010)

ORGANIZATION

(Leader) - (Karang Taruna Kusuma Muda)
(2010 - 2011)
● Plan programs design for Indonesia's birthday activities
● Design activities to request funds to the local community for activity needs
● Report the results of the fund request to the RT head
● Provide information related to what the funds are for to the Head of the RT
● Distribute tasks to the activity committee
● Responsible for the results of the event and report back the results of the remaining funds used to the Head of the RT

(Assistent Leader) - (Karang Taruna Kusuma Muda)
(Periode organisasi)
● Discuss the event plan that has been given by the chairman to the entire committee
● Distribute tasks to each event committee
● Purchase attributes or tools for event needs
● Prepare attributes to be distributed to activity participants
● Discuss with the entire event committee in the end of the event and be responsible for the results of the event.

Skill

● Softskill : Diligent,Helpfull, having high self-motivation, bold, hard worker, cooperate, nevergive up, honestly, able tocommunicate with other people, working with team, interestedto learn something new, have responsible for task and like a challenge

● Hardskill : Microsoft Office (Excel, Power Point, Word, office,Outlook 365, Visio,Teams), Active Directory, Windows Server (2006, 2008, 2012,2016) Vmware Esxi, Network (Cisco, Fortinet, (Mikrotik - winbox64 , oracle VM Virtual box),Web Administrator, Photoshop, Corel Draw, Php & Mysql,HTML,CSS,JavaScript

Achievement

● The hardware replacement project according to thespecifications that have been determined by Chubb Global is completed in approximately 4 months from the 6 months given in 2020

● Project changes from windows 10 1809 to windows 20h1 approximately 2 months from the 4 times given and in accordance with the provisions of Chubb Global in 2021

APPRECIATION

(Best Employee At PT Jaya Proteksi Takaful - 2004)