



MICHAEL R.A SIMANJUNTAK

Enthusiastic Engineer with working experiences eager to contribute for team success and ready to giving my best dedication through hard work, attention to detail and excellent organizational skills. Clear understanding of Recruiting and Training in HSE Department. Motivated to learn, grow and excel in HR. Offering a decisive and good communicator with leadership, planning, and multitasking abilities.

Jakarta, Indonesia | Phone : 081289734113 | Email : readymichaels@gmail.com

Work Experiences

BRI Asuransi Indonesia

January 2018 - June 2019

Marketing Team Support

Jakarta

- Learning by supporting work in various department, such as Underwriting, Claim, Finance, and Marketing Strategy.
- Provide support to team members by collecting documents and prepare marketing team report to be review by Manager at meeting.
- Maintain prospect, client, and insured contact information from applicable databases.
- Collect information and contact potential clients and establish rapport by cold calling, networking, using referrals or B2B.
- Planning and implement effective marketing strategies to sell new contract or adjust existing ones.

PT. Sepuluh Sumber Anugerah (EPC General Contractor)

June 2016 - November 2017

Project Controller & HR Recruiter

Bekasi, Jawa Barat

- Oversaw personnel to achieve performance and progress of the project.
- Reported regularly to Managers on project budget, progress and technical problems.
- Coordinating Project Control team such as Time Keeper and Document Control. Manage the documentation control according to Daily and QC report. Maintain direct collaboration with client & sub-contractor.
- Responsible as HR Recruiter by recruiting field workers such as Safety Men & Driver. Partnered with departmental managers to ascertain hiring needs and subsequently provide candidate recommendations.
- Seek, open selection, and interview directly related parties to be able to immediately join the project contract.

PT. Abdi Teknologi Informasi (ATI Business Group)

February 2015 - April 2016

Data Quality Analyst

Jakarta

- Determined root cause of data quality errors and recommended long-term solutions.
- Collaborated with loader and team leader to identify information into data requirements.
- Receiving contract, input entry data, extend the hotels or resorts or accomodation, tours detail into website CalypsoNet & CalypsoNative software.
- Analyze data & re-checking the product code before being sent back to the client in order to minimize errors.
- Carried out day-to-day duties accurately and efficiently.

Education Level

Universitas Trisakti <i>Bachelor of Petroleum Engineering (Teknik Perminyakan). IPK 3.16.</i> Completed Professional Development in Practical Work at PT. Pertamina EP.	2010 - 2014 Jakarta
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Licenses and Certifications

Ahli K3 Umum - KEMNAKER PT. Ashindo Tama (Purwokerto) 5/3474/AS.02.04/IV/2020 Expires April 2023	Basic Sea Survival - BNSP PT. Safety Training Solusindo (Jakarta) ID Kredensial 13214/STS/17 Expires February 2020
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Leadership and Organization

Project Control Lead - PT. Sepuluh Sumber Anugerah Coordinating Project Control team member such as Time Keeper and Document Control.	2016 - 2017 Bekasi
Member of IATMI - Universitas Trisakti As a member of Ikatan Ahli Teknik Perminyakan Indonesia, we got free access for attending the seminars at Trisakti University.	2010 - 2014 Jakarta
Core Team Player - Futsal Club SMA Budi Mulia Bogor Attending the regular training per week, participate in friendly match with other futsal club in Bogor city area.	2008 - 2009 Bogor

Skills and Languages

Soft Skills	Hard Skills	Activities	Languages
Group Leadership	Microsoft Office	E-Commerce B2C	English - Intermediate
Communication	Adobe Photoshop	Webinars	Bahasa Indonesia - Native
Attention to Details	Office Administration	Reading	
Recruiting	AutoCad/Computer	Content Creator	
Time Management	HSE Administration	Social Media Marketing	



SERTIFIKAT KOMPETENSI

Diberikan atas keberhasilannya mengikuti
Pelatihan dan lulus dengan nilai akhir 80

**Pelatihan Dasar Mengelola Kepegawaian untuk Menjadi
Asisten Sumber Daya Manusia**

MICHAEL RA SIMANJUNTAK

29/06/2022

MUHAMMAD IRSAN
(FOUNDER AND CEO CARIILMU.CO.ID)

Kompetensi :

- Merumuskan Strategi dan Kebijakan Manajemen Sumber Daya Manusia (MSDM)
- Melakukan Proses Seleksi
- Menyusun Peraturan Perusahaan dan/atau Perjanjian Kerja Bersama



Diverifikasi oleh:

**kartu
prakerja**



Sertifikat Kompetensi Lulusan

Sertifikat ini diberikan kepada

MICHAEL RA SIMANJUNTAK

atas ketuntasan dalam semua kompetensi di pembelajaran

Belajar Mengelola Operasional Pergudangan untuk Calon Manajer Gudang

pada 12 Juli 2022

A handwritten signature in black ink, reading 'Tomy'.

Tomy Yunus Tjen, M. Econ
Chief Executive Officer of Cakap



Diverifikasi oleh

**kartu
prakerja**



Kompetensi

Pengenalan Okupasi *Warehouse Manager*

Mengelola Stok Barang

Mengelola Pengiriman Barang/Kargo

Memantau Fasilitas Penyimpanan

Proses Distribusi Barang

Memimpin Tim/Kelompok Kerja

Membuat Laporan dan Melakukan *Monitoring* serta Evaluasi

Tes Akhir

Nilai : 75