

# PUTRI PUSPITA NIRMALASARI

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Kota Balikpapan, Indonesia

a fresh graduate in civil engineering, who always expand experience and knowledge and a well-rounded person has an interest in the construction, such as drafter, quantity surveyor, quality and admin engineering

## Work Experiences

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**Pt. Kayan Lestari - Samarinda, Indonesia**

Jul 2022 - Nov 2022

*Drafter*

A construction contractor company that is an experienced business entity in executing national projects.

- Working on the long section as per the request of the supervisor
- Working on tasks related to cross sections at each station (STA)
- Preparing shop drawings and as-built drawings, which consist of contour and long sections

**CV Wawinta Kosultan - Balikpapan, Indonesia**

Nov 2023 - Present

*Admin engineering*

Maintaining and organizing technical documents, such as manuals, procedures, and specifications.

Assisting in planning and coordinating technical projects, including scheduling and tracking progress.

Storing and managing technical data, including maintenance records and inspection reports.

## Education Level

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**Balikpapan State Polytechnic  - Balikpapan, Indonesia**

Sep 2019 - Oct 2023

*Bachelor Degree in Road and Bridge Engineering Technology, 3.55/4.00*

- Scholarship Bank Indonesia (3 Semesters)
- Scholarship Hetifah (2 Semesters)

## Organisational Experience

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**HMJ Teknik Sipil - Balikpapan, Indonesia**

Mar 2020 - Nov 2020

*Part of the entrepreneurship field*

The Entrepreneurship Division will focus on the development and support of businesses and entrepreneurship initiatives that align with the organization's mission.

- As a platform for seeking additional funds.
- As a place for students to channel their entrepreneurial hobbies.

**MPM KM Poltekba**

Dec 2020 - Aug 2021

*Part of the budgeting*

- Conducting supervision over other organizations.
- Assisting in funding organizations when they submit funding proposals to the student affairs department.
- Serving as a platform that receives complaints and suggestions from all organizations.

**GenBI Balikpapan - Balikpapan, Indonesia**

Nov 2021 - Mar 2023

*Entrepreneurship Field Secretary*

GenBI (Generasi Baru Indonesia) is an organization that focuses on youth engagement and community development in Indonesia

- Planning and developing entrepreneurial initiatives that support GenBI's vision and mission. This may include identifying business opportunities, market analysis, and strategic planning.
- Building relationships with stakeholders, partners, and other organizations with a similar interest in entrepreneurship
- Promoting products or services produced from GenBI's entrepreneurial initiatives and developing marketing strategies

## Soft Skills and Hard Skills

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- **Soft Skills:** Communication
- **Soft Skills:** Time management
- **Soft Skills:** Adaptation and Responsibility
- **Hard Skills:** Autocad 2D
- **Hard Skills:** SAP2000