

## CURRICULUM VITAE

NAME	RIYANSYAH
PLACE, BIRTH DATE	Pemalang, 11 Oktober 1989
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### FORMAL EDUCATION

2014 – 2015	Nusa Mandiri College of Management and Computer Science (3.06/4.00)
2010 – 2014	Bina Sarana Informatika (3.19/4.00)
2005 – 2008	Satya Praja 2 Vocational School, Pemalang (7.30/10.00)

### NON FORMAL EDUCATION

02/2011 – 02/2011	Fuji Bijak Prestasi (Off Job Training / 3 Days)
11/2015 – 12/2015	Indonesian Ministry of Man Power (Industrial Automation Electronics / 2 Months)
08/2016 – 08/2016	PT. Mitra Sinergi International (OSH Boiler Operator 2 <sup>nd</sup> Grade /1 Week)
11/2024 – 11/2024	EdgeConnex Data Centre: (Safety Trainig, Incident Management, Legal Authority, CCTV Exact Vision, Request Security Data, Security Guard Induction / 1 month)
05/2025 – 05/2025	PT. SKM Training (First Aid Officer / 1 Week)

### WORK EXPERIENCE

#### 1. PT. Polygroup Manufactur Indonesia (April 2024 – Now) General Affair Supervisor

- (1) Prepare regular reports on asset usage, procurement performance, and budget tracking for management.
- (2) Supervise and support the General Affairs team, including task delegation, training, and performance monitoring.
- (3) Oversee accommodation, dormitory, and daily meals for over 100 expatriates.
- (4) Manage landscaping operations and supervise gardeners to maintain a clean and pleasant work environment.
- (5) Supervise factory cleaning for an area around of 20-hectare, coordinating a team of 50 cleaning staff.
- (6) Handle day-to-day operations of the company canteen, providing meals for approximately 8,200 workers

#### 2. Integrated Smart Technology, Oman (April 2024 – August 2024) Technical Consultant (Freelance)

- (1) Installed LED screens, digital/analog audio systems, and voting devices in Omani parliamentary buildings.
- (2) Integrated audio-video servers and access control components.

#### 3. KBRI Sana'a & Muscat (Kemenlu RI) (January 2017 – 31 March 2024) GA & Maintenance Head

- (1) Managed and maintained embassy infrastructure including electrical systems, HVAC systems (Chiller, AHU, Cooling Tower, CRAC), plumbing, lift machinery, internet network, CCTV, access control, fingerprint attendance etc.
- (2) Installed and configured security systems, including CCTV networks, attendance systems, interlock systems, LAN setups, and servers to enhance operational security and connectivity.
- (3) Oversaw asset and facility management, ensuring effective maintenance, budgeting, and inventory control for embassy properties.
- (4) Supervised embassy storage and supply chain operations for essential materials such as stationery, printer consumables, cleaning supplies, and building maintenance needs.
- (5) Repaired and maintained electronic devices including computers, laptops, printers, monitors, and televisions to support operational efficiency.
- (6) Prepared payroll, overtime calculations, bank orders, annual financial reports, tax filings, and employee contract administration.
- (7) Led event planning and management.

#### 4. PT. Kalbio Global Medika (KALBE Group) (January 2016 – January 2017) Engineering Technician.

- (1) Supervised contractor activities related to development, construction, and mechanical-electrical (ME) work, ensuring project compliance with company standards.
- (2) Coordinated field operations with supervisors and QA teams to address construction progress and resolve issues efficiently.
- (3) Conducted inspections and punch list verifications based on ForCon and company-established standards.
- (4) Performed maintenance and repair of utility and production machinery to support uninterrupted manufacturing operations.
- (5) Provided technical support for the improvement of facility infrastructure and production utilities.

#### 5. PT. Sharp Elektronik Indonesia (February 2012 – March 2015) Product Technician

- (1) Handled inspection and analysis of SHARP-branded electronic products returned by technicians and customers, identifying product issues and material defects.
- (2) Conducted root cause analysis for failures in new product categories, contributing to quality improvement and product development feedback.
- (3) Performed in-home product evaluations and repairs, ensuring accurate diagnostics and efficient resolution of material or component issues.
- (4) Prepared detailed service reports, including parts/material usage and repair costs, supporting inventory control and cost management.

#### 6. PT. Yamaha Music Manufacturing Indonesia (April 2011 – February 2012) as Incoming Quality Control

- (1) Inspected and verified incoming materials for guitar and drum production to meet quality standards.
- (2) Analyzed non-conforming materials from production and collaborated on corrective actions.
- (3) Created and maintained quality reports for production teams and suppliers.
- (4) Monitored supplier manufacturing processes to ensure compliance with Yamaha's quality requirements.
- (5) Worked closely with vendors to resolve quality issues and drive continuous improvement.

#### 7. PT. Printech Prakarsa Mandiri (October 2008 – February 2011) as Senior Technician

- (1) Maintain and monitor the performance of inkjet label printers rented by PT Printech Prakasa Mandiri to PT. HOLCIM and PT. FRISIAN FLAG.
- (2) Repairing and upgrading InkJet Label Printers leased by PT Printech Prakasa Mandiri to several companies in the Jakarta, Tangerang, Depok, and Bogor areas (PT. Printechindo Raya Utama).
- (3) Create a machine preventative maintenance program.
- (4) Make periodic reports about machine performance.
- (5) Provide training and guidance to junior technicians and printing machine operators in every Company that rents an inkjet printer.

#### Others:

I thrive in fast-paced environments where working under pressure is second nature. As a **hardworking** individual, I am always ready to take on challenges, learn quickly, and adapt to new situations. I excel in communication, personalizing my interactions to meet the needs of diverse teams and stakeholders. My ability to work across different cultures has helped me build strong relationships and navigate global business environments effectively. Whether working independently or as part of a team, I remain focused on delivering results while maintaining a high standard of professionalism

According to the above information, I declare it to be true.

July 20<sup>th</sup>, 2025

Riyansyah