

SIGIT WIDODO



Personal Data

Age : 36 Years
Religious : Moslem
Nationality : Indonesia
Status : Married
Education : Physics Engineering
(GPA = 3.24), Gadjah Mada University
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Contact

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Skills

Official Program:

Ms. Word, Ms. Excel, Ms. PowerPoint and
Ms. Visio

Project Management:

- Project scheduling (Microsoft Project, Primavera 6 V8.1)
- Asset and maintenance management (IBM Maximo System)
- Project cost control (E-Cat) Project documentation (EDMS)

CURRICULUM VITAE

Working Experiences

September 2019 - Recent

Cost Analysis & Controller

Bambu Besar & Akasia Bagus Development Project – Pertamina EP, Jakarta

Job Description:

- Prepare budget (RKAP) and draw down of cash flow for all project AFE (*Authorization For Expenditure*) to deliver project.
- Update project cost report based on the data received from Finance Department every month.
- Ensure that project costs are charged against the appropriate allocated accounts and advise the Finance Department to revise incorrect charges.
- Prepare cash flow status for the purpose of reporting and presentation.
- Review contract document sections dealing with cost breakdown structure and payment schedules to ensure compatibility with Company accounting systems.
- Update status of contracts payment status and report based on submitted invoice.
- Mapping allocation the actual spent of Call of Order (COO) for WBS AFE project.
- Monitoring budget and actual spent to maintain will be not overrun and distributed properly.
- Tracking the usage of material and its balancing status at closing project refer to material reservation issued.
- Review contract change order cost estimated by Contractor on related contract unit rates.
- Review Contractor / vendor's invoice construction progress report during various stages of the work
- Contribute monthly report highlighting accomplishments for each on-going project complete with actual cost dan Estimation at Completion (EAC) of projects.
- Prepare supporting document – Technical Closeout Report (TCR) for project close out notification and project close out report to SKK- Migas

IT/Networking:

Networking (LAN/WAN), TCP/IP
Internet Setting and Outlook email setup,
Computer software-hardware and
operating system

Course & Workshop

July 2000

Windows and Ms. Office at LPK Sunrise
Computer, Klaten

January 2003

Turbo C++ Training at Physics
Engineering Gadjah Mada University,
Yogyakarta

June 2003

Digital System Workshop at CITS Gadjah
Mada University, Yogyakarta

January 2012

Internal Auditor OHSAS 18001 at PT.
Synergy Solusi, Jakarta

June 2012

Pelatihan Tata Cara Perhitungan TKDN at
PT. Sucofindo, Jakarta

July 2012

Audit TKDN Workshop at EMI-INRESH &
Ditjen Migas, Jakarta

Jan 2016

Aspen Capital Cost Estimator (ACCE)
Workshop Aspentech APAC Region,
Jakarta

Feb 2016

Project Planning Development Workshop
Project Control Indonesia (PCI)
Community, Jakarta

Activities & Achievement

Dec 16-18, 2005

Exhibitor "Junior Secondary Science
Expo 2005" in Atrium Saphir Square,
Yogyakarta

Project Handled:

- Production Facilities for Bambu Besar & Akasia Bagus
Development Project

April 2016 – September 2019

Project Control & Cost Control Engineer

PT. Patra Badak Arun Solusi - A Subsidiary of Pertamina, Jakarta

Job Description:

- Monitor and control status of engineering documents deliverable, procurement status, construction progress
- Develop Project Management documents, such as: PMR (Progress Measurement Rule), PEP (Project Execution Plan), Invoicing Procedure, WBS (Work Breakdown Structure), Controlling Procedure, Variation/Change Order Procedure.
- Prepare project master schedule or S-Curve and recovery schedule (if needed)
- Prepare and update weekly report and monthly report to project management office and client
- Arrange and coordination to Client or vendor / subcontractor to conduct weekly or monthly meeting
- Review progress from subcontractor and expedite vendor delivery commitment
- Indicate potential additional work and record change scope of work as change order prospect
- Prepare cost spending plan and project cash flow for project execution
- Update project cost report by collecting the data from Finance Department
- Analyze project performance as Schedule Performance Index (SPI) and Cost Performance Index (CPI) based on Earn Value Method
- Assist site project control in controlling project
- Liaise with site manager for prepare and control Project Execution Budget (PEB)

Project Handled:

- Pembangunan Depot Mini LPG Pressurized di Donggala, Sulawesi Tengah – PT. Pertamina

August 2014 – March 2016

Project Planning and Cost Controller

Engineering and Construction Department - Vico Indonesia, Jakarta

July 26-29, 2006

Participant of "Pekan Ilmiah Mahasiswa Nasional (PIMNAS) XIX 2006" in Muhammadiyah University of Malang, East Java

Qualifications

- Budget estimation and cost control
- Cost performance analysis
- Scheduling and work breakdown structure (WBS)
- Analyzing and processing statistic data
- Progress reporting and Electronic Document Management System (EDMS)
- Official and project management software
- Information Technology (IT) knowledge
- Instrumentation control system (PLC)

Job Description:

- Update project cost report based on the data received from Finance Department every month.
- Issue and update Project Master Schedule and manpower planning based on study requirement.
- Prepare budget and cash flow for all new project AFE (Authorization For Expenditure) /supplement based on detailed cost estimate and project master schedule
- Ensure that project costs are charged against the appropriate allocated accounts and advise the Finance Department to revise incorrect charges.
- Arrange schedule for budget spending plan of project to maintain cost performance
- Support project manager and discuss with the construction manager on the project status (weekly and monthly) including schedule updates, forecast to project complete, variance based on analyze BCWS (Budget Cost Work Schedule), BCWP (Budget Cost Work Performance), SPI (Schedule Performance Indicator), ACWP (Actual Cost Work Performance)
- Prepare cash flow status for the purpose of reporting and presentation.
- Review contract document sections dealing with cost breakdown structure and payment schedules to ensure compatibility with Company accounting systems.
- Review and update status of contracts payment status and report on a monthly basis.
- Verify and expedite internal approval of all construction contract invoices.
- Prepare and update overall projects schedule (S-curve) which will be the basis for execution of the major activities of the project to meet a timely completion.
- Review Contractors' CPM (Critical Path Method) schedule to ensure the contracts to be timely completed.
- Review contract change order cost estimated by Contractor on related contract unit rates.
- Review Contractor construction progress report during various stages of the work
- Prepare weekly and monthly report highlighting accomplishments and/or deviations for each on-going project complete with major highlight activities, cost, schedule analysis and upcoming milestones

- Prepare project close out notification and project close out report to SKK- Migas

Project Handled:

- Nilam Satellite-2 Upgrading Plant Capacity – Vico Indonesia
- Nilam Satellite-2 Movable Compressor – Vico Indonesia
- Nilam High Pressure (HP) Compressor Gas Lift Construction – Vico Indonesia
- Jangkrik Complex Project Development EKS Modification (AFE15-0011)- ENI Muara Bakau

August 2013 – August 2014

Project Control and Commercial Cost Engineer

PT. Wijaya Karya (Persero) KSO PT. Technip Indonesia

Job Description:

- Describing document flow structure in Master Documents Register
- Prepare and update Overall Projects Schedule with forecast that will be the basis for execution of the major activities of the project to meet a timely completion.
- Provide regular reports to the site contract team for monitoring site activities in term of contractual changes, variation, and disruptions
- Responsible to prepare and update monthly/weekly progress report and 3 weeks look ahead
- Prepare and update Manpower Loading Histogram for construction activity
- Establish progress measurement to determination of weight factors and measurement method
- Develop progress calculation formula to summarize the engineering procurement and construction progress
- Indicate potential add work and record change scope of work to be proposed as change order
- Prepare supporting document for Service Acceptance Paper (SAP) and payable invoice to finance department.
- Prepare and maintain correction for Work breakdown / Cost breakdown structures
- Prepare cost spending plan and project cash flow during project execution
- Update project cost report by collecting the data from Finance Department

- Analyze project performance as Schedule Performance Index (SPI) and Cost Performance Index (CPI) based on Earn Value Method

Project Handled:

- EPCC of New Condensate and Diesel Tanks – BP Berau Ltd.'s Tangguh LNG Site.

January 2008 – August 2013

Project Control & Cost Control

EPC Department - PT. Fajar Mas Murni, Bekasi

Job Description:

- Assists in management and coordination of activities among all project functions and engineering disciplines
- Identify engineering problems and ensure solutions are implemented
- Describing documents listed in to Master Documents Register
- Handling traffic of documents for submission to client and distribution to internal department.
- Keep track all documents correspondences, transaction, maintain and update document status
- Prepare and update S-Curves, Progressing in Engineering, Procurement and Construction.
- Prepares status reports and regularly monitors budgets, contractors and schedules
- Establish progress measurement system to determination of weight factors and measurement method
- Monitor and update any change and modification to the technical documents
- Maintain punch list with Superintendent.
- Responsible for planning, scheduling, conducting and coordinating the technical and management aspects of projects
- Prepare and maintain correction for Work breakdown / Cost breakdown structures
- Prepare cost spending plan and project cash flow during project execution
- Update project cost report by collecting the data from Finance Department
- Analyze project performance as Schedule Performance Index (SPI) and Cost Performance Index (CPI) based on Earn Value Method

Project Handled:

- February 2013 to August 2013

Engineering Procurement and Construction (EPC) of Rawa Modification for Ltro Project - Conoco Phillips Grissik, Ltd

- October 2012 – August 2013

Instrument Air Compressor and Dryer Package for Banyu Urip Project – Exxon Mobile Cepu, Ltd

- July 2012 – June 2013

Supply ISO Tank for Liquid Nitrogen and Containerized Nitrogen Membrane & Booster Compressor for LNG Tangguh Site – BP Berau Ltd.

- March 2012 – December 2012

Pembangunan Central Processing Plant Gundih - Proyek Pengembangan Gas Jawa – PPGJ

- November 2011 – October 2012

Ruby Field Development Project for Pearl Oil Sebuku

- April 2011 – April 2012

Package B&C Zero Reformer for 5800 TPD of HYL III DR Plant Krakatau Steel

- July 2009 – March 2011

Penambahan 1 (satu) Unit Nitrogen Plant Pertamina Refinery Unit IV Cilacap

- November 2008 - June 2009

Glagah Kambuna Salamander Energy Project

- January 2008 - October 2008

Medco Keramasan Gas Receiving Facility Project – Medco Energi

September 2006 - December 2007

Estimator & Controller

PT. Sekina Agung Abadi

Job Description:

- Estimate material and cost to build as client design
- Request delivery of material to site as project requirement
- Maintaining material delivered will be accorded and not over bill of material.
- Control spending cost during project execution.
- Prepare progress and spent cost report.

I declared that details stated above are true and complete.

Sincerely yours,

Sigit Widodo, ST.