



AHMAD GUSTIAWAN ANTON SUMEKAH

Address: BTN Puri Indah Medana, B-3 Sigar Penjalin, Tanjung, North Lombok, West Nusa Tenggara 83354

Phone Number: +62 852 3802 6604

Email: Ahmad.sumekah@gmail.com

Linkedin: www.linkedin.com/in/ahmad-gustiawan-anton-sumekah-42261314a

Forward-thinking Operations Specialist bringing 8 years of expertise in Emergency Response, and Community Developments for the Non-Profit Organization sector. Cultivates rapport with individuals to optimize project goals and output, resolve complex problems and deliver innovative improvement strategies. Proficient in Technology System and Data Processing. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Experiences

Field Secretary Officer

Aliansi Masyarakat Adat Nusantara North Lombok Regency

2021 apr - Dec 2024

- **Office Managements:**

- Ensured all office needs were met to facilitate service delivery to indigenous communities by developing the organization's annual work program, gathering 40% of information from each organizational division.
- Coordinated with various departments to streamline administrative processes, enhancing overall operational efficiency.

- **System Management Improvement:**

- Enhanced and improved the organization's management system by implementing digital media as a work management tool, increasing documentation records by 90%.
- Introduced automated workflows, reducing manual tasks and increasing productivity.
- **Work Ecosystem Development:**
 - Built a digital work ecosystem using a cloud database platform, resulting in a 20% increase in work efficiency across five organizational divisions in serving indigenous communities in North Lombok Regency.
 - Implemented collaborative tools that facilitated better communication and coordination among team members.
- **COVID-19 Information Service Plan:**
 - Developed an information service work plan for COVID-19, improving the understanding of its impact by 80% among indigenous communities in five communities in North Lombok Regency.
 - Conducted regular community outreach and education programs to disseminate accurate information and combat misinformation.
- **Financial System Development:**
 - Established an accountable and transparent financial system, improving the recording of financial transactions by 90% during routine meetings. Provided training to the finance department on the new financial system.
 - Implemented financial management software to enhance accuracy and efficiency in financial reporting.
- **Service Quality Improvement:**
 - Improved service quality to indigenous communities by 30% through satisfaction surveys within member communities in North Lombok Regency.
 - Developed and implemented feedback mechanisms to continuously monitor and improve service delivery.
- **Collaborative Work Methods:**
 - Enhanced organizational work methods by planning collaborative work models between divisions and developing comprehensive operational standards to achieve optimal results during the COVID-19 situation.
 - Facilitated regular inter-departmental meetings to ensure alignment and cooperation towards common goals.
- **Indigenous Community Identification Planning:**
 - Planned the implementation of the identification of indigenous communities in North Lombok Regency for recognition and protection. Developed a partnership work concept between government agencies and NGOs to secure budget support for the identification activities.

- Conducted field surveys and community consultations to gather accurate data for the identification process.
- **Digital Media Utilization:**
 - Utilized digital media as a tool for collecting documentation data on the existence of indigenous communities by providing data collection equipment.
 - Trained community members on the use of digital tools for data collection and reporting.
- **Collaboration Mechanism Development:**
 - Established cooperation mechanisms between local government and the Indigenous Peoples Alliance of the Archipelago (AMAN) for the legal collection of data on the existence of indigenous communities based on Regional Regulation No. 06 of 2020 concerning the Recognition and Protection of Indigenous Peoples in North Lombok Regency.
 - Organized workshops and seminars to strengthen collaboration and understanding between stakeholders.

Information Management and Technology

International Federation Of Red Cross And Red Crescent Society,

2019 mar - 2021 apr

- **Strategy Planning and IT Requirements:**

Strategically planned IT requirements to enhance data transfer using Microsoft 365 collaboration systems integrated with organization-prepared systems. Aimed to align IT initiatives with broader business objectives, fostering growth and innovation. Additionally, meticulously outlined departmental IT resource needs and justified investments to effectively support strategic business goals.
- **Scalable IT Infrastructure Solutions:**

Led the design and implementation of scalable IT infrastructure solutions tailored to support key business strategies and adapt to evolving operational needs. Ensured alignment of infrastructure upgrades with projected business growth, optimizing performance and resource utilization. This approach facilitated organizational agility and resilience, crucial for meeting dynamic business demands.
- **System Management and Performance Optimization:**

Maintained optimal IT performance through oversight of installation, configuration, testing, and maintenance of operating systems, application software, and system management tools. Implemented proactive maintenance strategies to enhance system reliability and minimize downtime, resulting in an 85% improvement in staff productivity.
- **Network Security and Infrastructure Evaluation:**

Conducted thorough evaluations of network security and existing infrastructure to identify vulnerabilities and areas for improvement. Implemented robust security measures to safeguard organizational assets and ensure compliance with industry

standards and data protection regulations. This proactive approach was essential in maintaining secure operations amid evolving cyber threats.

- **Troubleshooting and System Resilience:**

Applied proficiency in troubleshooting techniques to promptly identify and resolve hardware and network system issues, minimizing downtime and ensuring uninterrupted operations. Implemented system resilience strategies and disaster recovery plans, including regular simulations and scenario testing to verify effectiveness. Ensured seamless business continuity and minimal operational disruptions.

- **Emergency Response and Preparedness:**

Developed comprehensive frameworks for disaster recovery plans aimed at mitigating the impact of unforeseen events on critical systems. Ensured business continuity and minimized operational disruptions. Conducted regular drills and simulations to test emergency response protocols, enhancing organizational readiness and resilience in handling emergency situations.

- **Data and Information Management Preparation:**

Planned and prepared data management tasks using advanced tools such as Kobo Toolbox, Microsoft Product Suite, Financial Reporting Systems (KODA4, Accurate4), IFRC Platform (Assets Tracking and Learning Platform), and Geo-Spatial Applications. Aimed to ensure accuracy and compliance with organizational standards. Additionally, conducted training sessions for counterparts at Red Cross Indonesia, resulting in an 80% increase in overall effectiveness in their work.

Communications Facilitator

INOVASI

2018 jan - 2018 dec

- Engaged in professional networking to maintain strong relationships with communications and media professionals to drive partnerships and effective dissemination of mass communications.
- Boosted social media presence with tailored content strategies, resulting in increased audience engagement and followers.
- Coordinated media interviews with Teacher, and Student.
- Supported public relations managers with writing, researching and preparation of materials.
- Collaborated with cross-functional teams to ensure consistent messaging across all platforms and materials.
- Facilitated press conferences and other outreach events to raise visibility of organization.
- Collaborated with internal and external stakeholders to identify key messages and create compelling content for press releases and other materials.

- Evaluated campaign performance using analytics tools, refining strategies based on data-driven insights.

Equipment Assistant

WildFilm.co (Extreme Engagement: Netflix)

2017

- Measured, weighed and examined products to check conformance with specifications.
- Coordinated equipment transportation between locations, ensuring timely delivery for various events and projects.
- Packaged finished goods for shipment and loaded onto waiting trucks.
- Calibrated machines to maintain required productivity levels and adherence to quality standards.
- Followed strict quality control processes and procedures to meet high standards.
- Provided valuable input during pre-production meetings regarding best practices for achieving visually stunning content within budgetary constraints.
- Improved shooting efficiency by quickly assembling and disassembling camera equipment during fast-paced shoots.
- Set up for shots according to production schedules, weather, and lighting conditions and available equipment.
- Supported efficient production flow by setting up cameras and maintaining equipment inventory.
- Safeguarded valuable equipment by adhering to strict handling procedures, reducing risk of damage or loss on set.
- Identified issues, analyzed information and provided solutions to problems.

Additional Activity and Experiences

- **Web Developer using NEXTJS 14 by Vercel**
- **MySql**
- **Administration of Community Learning**
- **Yaksa Lumbung Kemanusiaan Masyarakat Pedesaan**
Penguatan Sistem Tata Kelola Kelembagaan Kelompok Usaha Mikro Kab. Lombok Utara
- **Field Facilitator of Presisi (Penguatan Karakter Siswa Mandiri Melalui Kreasi Seni)**
- **PLAN International Indonesia, Logistic Volunteer Lombok Earthquake Operations 2018**

Educations

- **Bachelor of Science: Computer And Information Technology** *ASIA Institute of Technology And Business Malang - Malang, East Java, Indonesia. December 2017*

- **Vocational High School Network Computer Engineering:** “Sore” Tulungagung-East Java, Indonesia. March 2012

Technical Courses

- **Data Visualization DQLab:** <https://dqlab.id/> . June 2021
- **Statistic Data Science DQLab:** <https://dqlab.id/> . May 2021
- **Data Preparations for Data Science DQLab:** <https://dqlab.id/> . May 2021
- **Emergency Needs Assessment IFRC.** February 2021
- **Secondary Data Review and Analysis IFRC.** January 2021
- **How Can We Keep Our Information Safe IFRC.** June 2019
- **Vocational High School Networking Competency, Tulungagung, East Java Indonesia.** March 2012
- **Training Centre of Tulungagung: Network Computer Engineering,** Tulungagung, East Java, Indonesia. August 2011

Additional Courses

- **Stay Safe IFRC.** April 2019
- **Corruption Prevention IFRC.** March 2019
- **Child Protection IFRC.** March 2019
- **Code of Conduct IFRC.** March 2019

Hard Skill

IT and Information Management

- Networking Managements
- Database Management and Cloud Computing
- Technical Support and Troubleshooting
- Software Development
- Programming and Scripting
- System Administrations
- Data Analysis and Reporting
- Disaster Recovery Planning
- Network Security

Organization Development

- Strategic Planning
- Policy Development
- Project Management
- Data Analysis and Reporting
- Risk Management
- Information Technology Management
- Grant Writing and Fundraising
- Stakeholder Engagement
- Monitoring and Evaluation

Soft Skill

- Effective Communication
- Problem-Solving
- Time Management
- Adaptability
- Teamwork
- Networking
- Decision-Making
- Cultural Sensitivity
- Critical Thinking

References

- **Christie Melva Samosir:** Field Coordinator of International Federation Of Red Cross And Red Crescent Society - Christie.Samosir@ifrc.org - +62 818-0524-5420
- **Rida Kartini:** HR Officer of International Federation Of Red Cross And Red Crescent Society -Rida.Kartini@ifrc.org - +62 877-6222-6604
- **Peta-Jane Madam:** Producer of Wildmanfilms - +61 411 672 206