

Merlin Memayu

+6282257341138 · merlinmemayu@gmail.com · @merlinmemayu
Jl. Nakula, RT.26/RW.11, Plosorejo, Tawangrejo, Kec. Gemarang,
Kab. Madiun, Jawa Timur, 63156



CIVIL ENGINEERING

I am a civil engineering graduate who has enthusiasm and high motivation in learning new things. With the experience I have, I hope to make a positive contribution to the company.

KEY COMPETENCIES

Input and process data	Basic AutoCad	Organisational skills
Archive data	Make Kurva-S	Critical thinking skills
Report the result of presentation	Excellent time management	Excellent communication skills

PROFESSIONAL EXPERIENCE

PT. Arihta Teknik Persada - Jakarta Timur, DKI Jakarta

Sept 2023 - Present

Project Administration

Planning and organizing meetings, writing and distributing meeting minutes to all parties who need them, maintaining documents in both physical and digital form, organizing and providing various required documents, sorting and distributing letters.

PT. Dwi Prima Sentosa - Madiun, East Java

Mei 2023 - Sept 2023

Quality Control

Make sure production results meet company standards, coordinating with the production team so that production results meet company standards, and recommending reprocessing of low quality products.

PT. Cipta Usaha Abadi Nusantara - Solo, Central Java

Jan 2022 - Mei 2023

Administration Staff

Cross-check production results with the realization of products sent to each branch, cross-check physical reports from each branch, report the sales results of supplier products, make travel documents and also serve as an audit team.

EDUCATION & CERTIFICATIONS

Sebelas Maret University

Majors: Diploma Transportation Civil Engineering

SMAN 2 Mejayan

Majors: Science

Innovation Concrete Competition

3rd Diploma Civil Scientific Competition 2020

Diponegoro University

3rd place in the national concrete competition with the theme of high quality environmentally friendly concrete innovation

EXTRACURRICULAR ACTIVITIES

BEM Universitas Sebelas Maret

Partnership Business Staff

HMDS FONDASI

Secretary of the entrepreneurship department

Fondasi Days

Liaison Officer Staff

Publication and Documentation Staff