



CAREER OBJECTIVE

Honest, hardworking, and highly motivated personnel, capable to work under pressure both as a genuine team member as well as individually; with the enthusiasm to learn and gain new experience. Seek for a graduate position that offers me an opportunity and allow me to develop practical skills.

EDUCATION

July 2007 – July 2012

Bachelor of Arts (with extended major in psychology and a minor in sociology)

University of Queensland

Bachelor of Psychology

University of Indonesia

WORK EXPERIENCES

Aug 2011 – December 2012

Party Assistant

I helped people (Indonesian permanent residence in Brisbane) when they have a party and need additional help. Me and some other students are helping any kind of things they asked, and make sure everything was needed is provided.

September 2012 – December 2012

Office Administrator

I worked in an IT company called APNIC, which manage IP addresses throughout Asia Pacific. I was managing daily activities in office related to financial planning, billing, recordkeeping, personnel, physical distribution, and logistics within an organization. Moreover, I was also in charge in requesting new office equipment and repairs on existing equipment.

Feb 2013 – Mei 2013

Production Coordinator

I worked in a studio named Frameworks (Infinite) Studios. Framework is Singapore studios that are based in Singapore and Batam. Other than live studio, it also has an office for animation production. I worked as Production Coordination in animation department. I was responsible in managing daily deadlines for animators; inform them what to do daily. I also communicate with client for demand and results of every shot.

July 2013 – November 2014

Procurement Department

I worked in a Media Company named PT. Net Mediatama Televisi (NET Tv) as a procurement staff. Procurement department is divided in to two units; rental and purchase. NET Tv is one of growing Media in Indonesia.

Primary duties and responsibilities as a procurement staf, are:

- Provides advice and guidance to clients on procurement matters, and coaches clients on relevant processes (i.e. Requests for Proposals (RFP), Requests for Quotations (RFQ), bid evaluation criteria other competitive procurement tools) to ensure client needs are met, and to ensure procurement processes are perceived by suppliers as fair, open and ethical;
- Analyses procurement requirements and selects the most appropriate methods based on interpretation and assessment of established policies, practices, and experience;
- Plans, organizes and leads the bid solicitation process including drafting and issuing RFQ, RFP, developing bid evaluation criteria and guiding clients on processes involved;
- Chairs bid evaluation committees, ensures the integrity of the competitive process, facilitates bidder debriefings, and exercises appropriate judgement and tact while ensuring to protect confidential information.
- Analyses, negotiates and prepares contractual agreements, ensuring appropriate terms and conditions are included to protect the interests of NET Tv;
- Monitors and reviews progress of contractual agreements, reviews and approves invoices for payment, resolves any problems that arise, performs post contract evaluations, creates and maintains procurement records, ensuring accuracy and integrity of data;

November 2014 – October 2015

Organizational Development

I workied in PT. Vidya Citra Mechatronic in Organizational Department. PT. Vidya Citra Mechatronic is a Mechanical Electrical Company who focused in energy Efficiency. They became an agent for several brands of saving energy. My responsibility was to plan, organization effort to increase its effectiveness to enable the organization to achieve its strategic goals. It involves changes and people; which develops through process, systems and structures. In other word, is to develop the organization.

October 2015 - Present

People Experience Analyst

I am working in PT. Trinusa Travelindo (Traveloka.com) as People Experience Analyst. PT. Trinusa Travelindo is the fastest growing OTA company in the South East Asia. People Experience is part of People Operations (Human Resources). My responsibiity is to maximalize employee's wealth in order to achieve their best outcome which will align with company's target. Involve in manage and advancing benefits (insurance, food, etc) to employee, managing events (outing, quarterly events, etc), and organizational chart.

ORGANIZATIONAL EXPERIENCES

Oct 2010 – Sep 2011 *Indonesian Festival, Brisbane*

Event Committee

An event called “Pesta Rakyat (party for the people) by Indonesian student association (PPIA) is the biggest Indonesian Festival in Brisbane. I was managing the event, gathered the performances, make a schedule of the event, in charge of performances.

Mar 2012 – May 2012 *Indonesian Soccer League*

Treasurer

I was assigned as financial officer in PPIA soccer league where Indonesian people and some of Australians gathered to play soccer. I was responsible for any cash outflow and inflow of the event. I was managing registration, payment of every game, and anything that are related with money.

Oct 2011 – Sep 2012 *Indonesian Festival, Brisbane*

Liaison Officer

I was assigned to manage Sendratari Ramayana, one of the performances in Pesta Rakyat. Sendratari Ramayana was a play from the story of Rama and Shinta. I was responsible in providing any equipment, scheduling rehearsal time, and managing the play.

Logistics Committee

I was assigned to manage logistics of any addition requirement equipment and ensuring the appropriate equipment was ordered and place at the required location.

COMPUTER SKILLS

- Ms. Word
- Ms. Excel
- Ms. PowerPoint

REFEREES

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