

RISMAWATI

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PROJECT ADMINISTRATOR & PURCHASING ADMIN

I am a Project Administrator with concurrent duties and purchasing staff who enthusiastically wants to contribute to the team's success through hard work, detail orientation and excellent skills. have a clear understanding of administrative tasks and are used to communicating with suppliers and clients, and always try to provide the best results for the tasks given to me. I am also a person who is always motivated to learn, grow, and excel in every industry.

STRENGTHS AND EXPERTISE

Knowledge of Materials	Document Reporting	Team Controlling
Scheduling & Planning	Negotiation Skills	Communication
Time Management	Client & Supplier Relationship Management	Detailed & Organized

PROFESSIONAL EXPERIENCE

PT. Krida Hangulindo Utama

August 2020 - January 2024

Project Admin & Purchasing

Demonstrate the ability to supervise 10 manpower every day by supervising, carrying out documentation in the form of photos and controlling work in accordance with the prepared schedule. able to do negotiations with suppliers so that the company can reduce 100 million from the budget that has been set. Play an important role in bridging good relationships between manpowers and superiors, manpowers and clients, and superiors and suppliers.

Jobdesk :

- Creating Daily Reports, Weekly Reports and Monthly Project Reports
- Creating Purchase Requests and Purchase Orders for Materials and Consumables
- Compiling a Data List of Items and Prices for Materials, Consumables, and Media
- Contacting and Negotiating with Suppliers for Purchasing Goods
- Contacting Customers Regarding Fieldwork
- Generating Material, Consumable, and Tool Delivery Notes
- Creating Manpower Work Schedules
- Generating Monthly Reports on Material, Tool, and Consumable Purchases
- Creating Daily Project Overtime Forms
- Drafting Project Completion Certificates
- Providing Quotations for Tools/Materials to Customers

PT. Pertamina EP Asset II

December 2018- February 2019

Student Internship

Internship student at Prabumulih & Limau Exploitation function. Interpreting seismic data to produce acoustic impedance seismic cross sections and multiattribute analysis, Where these results are then used to obtain the distribution of log properties which are then used to characterize reservoir zones such as lithology, porosity, permeability and saturation which are indications of the location of hydrocarbons.

EDUCATIONAL BACKGROUND

Belajar Bareng English (BBE)

July 2024 - August 2024

TOEFL ITP Preparation Online Class

Halaqqah Silsilah Ilmiyyah (Abdullah Roy)

December 2023 - Now

Student in Religion Subjects (IPK 3.76/4.00)

University of Lampung

September 2015 - June 2019

Bachelor of Geophysical Engineering (IPK 3.78/4.00)

ORGANIZATIONAL EXPERIENCE

Himpunan Mahasiswa Teknik Geofisika "Bhuwana" UNILA

March 2016 - September 2018

Science and Technology Division Staff

I supervise the "Question Bank" work program from the Science and Technology Division of HIMA TG Bhuwana, where this program is a forum for all association members to obtain learning materials for preparation for quizzes, mid-semester exams and final semester exams.

Society of Exploration Geophysicist SC Universitas Lampung

March 2016 - September 2018

Company Visit Division Staff

The company visits division is the division responsible for organizing all organizational activities and events related to visits to oil and gas companies with the aim of gaining knowledge about geophysical exploration.

SEMINAR AND COURSES

Remote Work in 2024 : Trends & Opportunities to Becoming a VA by Tatiana Gramenko

- July 2024 - 5 Steps to Doing What You Love Remotely as a Virtual Assistant

Microsoft Excel Series : Short Class by Myskill.id

- July 2024 - Conditional IF-Else dan Basic Microsoft Excel

Online Training Kuasai Skill Lengkap Admin Perkantoran by Quantum HR Indonesia

- July 2024 - Dasar-Dasar Administrasi, Kontroling Dokumen, Sistem Administrasi Perkantoran

Microsoft Excel Online Training by Quantum HR Indonesia

- June 2024 - Operator Perhitungan, Fungsi dan Formula, Fitur Ms Excel, Latihan Fitur dan Fungsi Ms Excel

English for Everyone (English Course)

- May 2024 - June 2024 : Siswa batch of 201.11 : Tenses Subject & Conversation Practice (Level 1 Complete)
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CERTIFICATION AND ACHIEVEMENTS

- 2019 - 2nd Best Graduate at the Faculty of Engineering, University of Lampung
- 2019 - Laboratory Assistant for Seismic Stratigraphy Subject
- 2018 - Paper Competition Participants in the "Geophysical with Explore and Seminar" Series of Events
- 2018 - Laboratory Assistant for Exploration Seismic Subjects
- 2018 - Laboratory Assistant for Well Logging Methods Subject
- 2017 - Laboratory Assistant for Structural Geology Subjects
- 2015 - Recipient of Full Bidikmisi Scholarship