



Wahyu Prabowo

A security guard with approximately eight years of experience. Hardworking, disciplined, responsible, able to work under pressure, and eager to learn new things. Experienced in serving a wide variety of guests accurately and effectively.

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Work Experience



IT Support

Freelancer

- Troubleshooting: Diagnosing and resolving hardware and software issues for users.
- Installation & Configuration: Reinstalling and configuring Windows, software, and hardware.
- User Support: Assisting users with questions, issues, and training on various IT systems and applications.



Security Guard - Universitas Pertamina

August 2016 - December 2020

I maintained security within the Pertamina University environment in accordance with the main duties of a Security Guard (SATPAM) and complied with applicable SOPs, such as:

- Enforcing regulations according to applicable SOPs for employees and students
- Performing guard and supervision at their respective posts
- Conducting patrols every two hours around campus
- Escorting incoming and outgoing leaders
- Checking on incoming guests' needs, conducting body searches, checking permits, and
- Coordinating incoming guests at the reception.

In addition to my primary duties as a Security Guard, I also served as a CCTV Operator and Receptionist. As a CCTV Operator, my job description is as follows:

- Monitor CCTV in the control room
- Coordinate CCTV network issues with the IT department
- Back up incident data
- Create incident reports

As a Receptionist, my job description is as follows:

- Greet guests with a smile, greeting, and politeness
- Identify guest needs and permissions in detail
- Coordinate guests with relevant parties by phone (extension phone)
- Coordinate packages with package owners



Security Guard - Ekanuri Shorebase Kalijapat

October 2021 - June 2023

Maintaining security within the Ekanuri Shorebase Kalijapat environment in accordance with the main duties of a security guard, referring to applicable SOPs, such as:

- Enforcing regulations in accordance with applicable SOPs for employees and guests
- Performing security and supervision at each post
- Checking incoming vendors for requirements, Permits, Personal Protective Equipment, antigen tests, and vehicle checklists
- Coordinating incoming guests with the relevant parties
- Patrolling the dock area
- Escorting reach stackers and cranes moving between Kalijapats
- Receiving packages and coordinating with package owners



Security Guard - Sayap Mas Utama 2

June 2023 - September 2025

Maintain security at Sayap Mas Utama 2 in accordance with the primary duties of a security guard, referring to applicable SOPs, such as :

- Enforcing regulations according to applicable SOPs for employees and guests
- Performing security and supervision at each post
- Checking incoming vendor requirements, Permits, Personal Protective Equipment, and vehicle checklists
- Entering incoming vehicle registration data into the e-checkpoint
- Patrolling the factory area
- Conducting body searches of factory employees
- Monitoring employee vehicles entering and exiting (secure parking)

Education



September 2017 - February 2024

Esa Unggul University

Computer Science - Informatics Engineering

IPK : 3.56

Skills

- Microsoft Word, Excel, Power Point
- Multitasking
- Critical Thinking
- Adaptability

Languages

- Indonesian - Intermediate
- English - Beginner