

RANGGA ARI WIBOWO



EXPERIENCE OPERATIONAL & LEGAL MANAGER

081386569831 | rangga14aw@yahoo.com

CORE COMPETENCIES

- **Employee Certification**
(P3K Certification from Dinas Sosial dan Tenaga Kerja Karimun)
- **Employee Training and Development**
(Training Pengawas Operasional Pertama – Distamben & Badan Sertifikasi Bandung)
- **English Certification**
(Graduated Basic Level LBPP LIA)
- **Proficient in Microsoft Office**
(Word, Excel, PowerPoint)

WORK EXPERIENCE

OPERATIONAL MANAGER

PT. BERGAMOT SEREPINA | FEB 2016 TO PRESENT

- Regulate that aspects of K3 (occupational safety & health) are met in the work environment.
- Manage operational and production targets to be achieved.
- Coordinate with IUP / Site owners and agencies related to the scope of work
- Manage license & administration with IUP / Site owners and also related agencies
- Supervise the Crew of Indonesian Citizens & foreigners

BRANCH DUTIES MANAGER

PT. SINERGI DWI SEMESTA | APRIL 2011 – FEB 2016

- Initiate pioneer projects in the Kundur tin mining unit with state-owned tin and PMA Thailand.
- Arrange aspects of K3 (occupational safety & health) are met in the work environment

CAREER OVERVIEW

I'm a human resources professional with more than 5 year experience in operation & production of mining industry also banking and financial industry. I'm hard working type person, willing to expand knowledge and work collaborate with team.

ACADEMIC HISTORY

Pancasila University

BACHELOR OF LAWS, CLASS OF 2004

- GPA 3.54 (out of 4.00) – Cum Laude
- Majored in International Law and Legal Studies
- Joined Mood Court Student Organization of Pancasila University

PERSONAL & CONTACT INFO

Phone: **081386569831**

E-mail: **rangga14aw@yahoo.com**

DOB : Pangkal Pinang, 14th Feb 1986

Status : Married

Address: Komp. Bukit Pamulang Indah

Blok G8 no. 13 pamulang timur

Tangerang Selatan

BRANCH DUTIES MANAGER (CONTINUE)

PT. SINERGI DWI SEMESTA | APRIL 2011 – FEB 2016

- Manage operational and production targets.
- Coordinate with IUP / Site owners and agencies related to the scope of work.
- Manage license & administration with IUP / Site owners and also related agencies.
- Become a publicist for the provision of CRS etc.
- In charge of purchasing units.
- Supervise the Crew of Indonesian Citizens & foreigners

BACK OFFICE/SPPK/CLERK/CREDIT ANALYST

PT. BANK MANDIRI.TBK (PLAZA MANDIRI) | AGUSTUS - MARET 2011

- Clarification of prospective customer / data analyst prospective data.
- Coordinate with the team loan / loan for the loan from the prospective customer.
- Entry and filling prospective customer data.
- Make a notification for the loan (approve or reject).
- Strive for the loan target is reached.

ADMIN BOOKING

BUSSAN AUTO FINANCE (BAF) | MEI – AGUSTUS 2010

- Clarification of prospective customer data / prospective customer data analyst.
- Manage entry and filling of prospective customer data.

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