



Imam Buchori
Administration General Affairs

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Educational Background
Indraprasta PGRI University
Bachelor Degrees • GPA: 3.33 / 4.00
English Education
Jakarta • August 2017 - August 2021

Graduated with a strong academic record (GPA: 3.33/4.00), acquiring extensive skills in professional communication, critical analysis, and cross-cultural understanding applicable to dynamic corporate environments.
<https://unindra.ac.id>

Professional Skills

Technical Skills
Microsoft Office (Advanced), Asset Management, Procurement, Financial Administration.
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Soft Skills
Controlling, Reporting, Communication, Negotiation, Problem-Solving
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Languages
Bahasa Indonesia (Native), English (Professional Working Proficiency)
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Certifications

Personal Summary
Results-oriented Administration & General Affairs (GA) Professional with over 5 years of experience in optimizing operational efficiency, facility management, and strategic procurement. Proven expertise in ensuring productive, standards-compliant work environments while leveraging strong problem-solving and vendor negotiation skills to drive business outcomes.

Professional Experiences

PT. Intrias Mandiri Sejati and PT. OCS Global Services
Administration General Affairs
November 2018 - November 2023
Placement at Head Office PT Japan Tobacco Indonesia International

- Oversee the physical condition of the office, including ensuring cleanliness, security, and routine maintenance of infrastructure (electricity, water, air conditioning, etc.).
- Ensure stock availability and manage the procurement process for office inventory, stationery, and other operational needs.
- Maintain an organized and efficient filing system for all GA documents, including vendor contracts, invoices, and inventory records.
- Create and maintain a company asset database (e.g., furniture, IT equipment, official vehicles, etc.).
- Serve as the primary contact for employee inquiries regarding office facilities, equipment, and general administrative needs.

Skills: Facilities Management and Maintenance, Procurement and Logistics Management, Administration, Corporate Asset Management.

PT. Biantara Jaya Services
Operational Staff
June 2015 - October 2018

- Manage the admin process and legality of client documents, including processing Foreign Workers (TKA) work permits, passport extensions, visas, and company licenses, ensuring compliance with government regulations and timeliness.
- Monitor service progress through an integrated digital system, ensuring data accuracy for management reports.
- Optimize technology use in document storage and archiving to improve data access efficiency.

Skills: Administration, Multinational Document Management, Cross-Agency Coordination, Digital System Mastery, Compliance & Regulatory.

PT. Mandiri Tunas Finance
Field Collection Officer
May 2014 - May 2015
Placement at Branch MTF Kebon Jeruk, Jakarta Barat.

- Visit 100+ customers in West Jakarta. Achieve 90% repayment success through persuasive communication and customer risk profile analysis.
- Record detailed collection results using the mobile collection system. Include proof of payment, customer promises, and obstacles encountered. Submit as regular reports to management.
- Work closely with the desk collection division to accelerate the collection process, especially in cases of evasive or problematic customers.

Skills: Payment Negotiation, Credit Risk Analysis, Digital System Mastery (Mobile Collection), Time Management, and Field Adaptation.

<p>Cyber Security for the Business Professional</p> <p>March 2024</p> <p>Prakerja & Carilimu.co.id</p> <p>0036/WPD038/C1/Prakerja/2024</p> <p>Kompetensi: SKKNI Data Management</p> <p>Nomor 268 Tahun 2020</p> <p>TOEFL Prediction Test</p> <p>February 2024</p> <p>Lembaga Bahasa Universitas Pamulang</p> <p>Total Score: 510</p> <p>https://lembagabahasaunpam.ac.id</p> <p>HR Digital Innovation</p> <p>April 2022</p> <p>Glints Expert Class</p> <p>Certificate No: amb/20220044</p> <p>https://glints.com</p> <p>Sertifikat Praktikum Komputer I & II</p> <p>September 2020</p> <p>Lab Kom Indraprasta PGRI University</p> <p>C.0618/AJW/LabKom/UNINDRA/IX/2020</p> <p>C.0568/LabKom/UNINDRA/II/2020</p> <p>Focus: Microsoft Office, Aplikasi Jaringan, Web Design, Internet.</p> <p>https://unindra.ac.id</p>	<div> <div>PT. Tunas Artha Gardatama</div> <div>Jakarta, Indonesia</div> <div>ATM Machine Maintenance</div> <div>April 2011 - January 2014</div> </div> <ul style="list-style-type: none"> Perform regular maintenance on ATMs, including cleaning, calibrating sensors, and replacing parts, to ensure they work well and don't break down. Fix technical problems, such as money dispenser failure, software system errors, or network problems, according to the SLA. Monitor ATMs remotely and in the field, and respond to potential problems. <p>Skills: Electromechanical Engineering, ATM Hardware/Software Troubleshooting, Spare Part Inventory Management, Machine Performance Data Analysis.</p> <div> <div>PT. Fastfood Indonesia (KFC Indonesia)</div> <div>Tangerang Selatan, Indonesia</div> <div>Cook</div> <div>July 2007 - October 2010</div> </div> <p>Placement at Branch KFC Cireundeu, Tangerang Selatan.</p> <ul style="list-style-type: none"> Process raw materials into ready-to-eat products (fried chicken, burgers) according to recipes, SOPs, and KFC quality standards to ensure consistency of taste and food safety. Control raw material stocks and ensure product freshness, reporting restock needs to the logistics team to avoid shortages or ingredient waste. Manage cooking time efficiently to meet fast-service targets during peak hours, coordinating with frontline teams for order synchronization. <p>Skills: Mastery of Frying Techniques, Inventory Management, Food Safety Compliance, Working Fast in a Dynamic Environment, Team Collaboration.</p> <div> <div>PT. Citra Abdi Kawan Sejati</div> <div>DKI Jakarta, Indonesia</div> <div>Mixing Colour Technician</div> <div>August 2005 - July 2006</div> </div> <p>Placement at Branch Isuzu Warung Buncit, Jakarta Selatan.</p> <ul style="list-style-type: none"> Prepare and mix pigments/colors according to Isuzu OEM standards using a computerized system (spectrophotometer) to ensure color accuracy. Conduct color trials on test panels, analyze results under standard lighting, and adjust formulas to achieve perfect color consistency before application to vehicles. Control raw material stocks (paints, thinners, pigments), ensuring availability according to production needs, and minimize waste through proper proportion calculation. <p>Skills: Mastery of Color Matching System, Visual Accuracy, Chemical Management, Spectrophotometer Operation, Compliance with OEM Standards.</p>
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