



# Imam Buchori

Administration General Affairs

📍 South Jakarta    📞 +628998700426    📧 imamelbuchory@mail.com

## ◦ Educational Background ◦

### Indraprasta PGRI University 🌐

English Education  
GPA: 3.33 / 4.00  
Bachelor Degrees

August 2017 - August 2021

## ◦ Professional Skills ◦

### Technical Skills

Microsoft Office (Advanced), Asset Management, Procurement, Financial Administration.

### Soft Skills

Controlling, Reporting, Communication, Negotiation, Problem-Solving

### Languages

Bahasa Indonesia (Native), English (Professional Working Proficiency)

## ◦ Certifications ◦

### Cyber Security for the Business Professional

Prakerja & Carilimu.co.id  
March 2024

0036/WPD038/C1/Prakerja/2024

Kompetensi: SKKNI Data Management  
Nomor 268 Tahun 2020

### TOEFL Prediction Test

Lembaga Bahasa Universitas Pamulang  
February 2024

Total Score: 510

🔗 <https://lembagabahasaunpam.ac.id>

### HR Digital Innovation

Glints Expert Class  
April 2022

Certificate No: amb/20220044

🔗 <https://glints.com>

### Sertifikat Praktikum Komputer I & II

Lab Kom Indraprasta PGRI University  
September 2020

C.0618/AJW/LabKom/UNINDRA/IX/2020

C.0568/LabKom/UNINDRA/II/2020

Focus: Microsoft Office, Aplikasi Jaringan, Web Design, Internet.

🔗 <https://unindra.ac.id>

## Personal Summary

- GA Administration Professional with 5 years of experience and a proven track record in optimizing operational efficiency and facility management. Expert in strategic procurement, facilities management, asset maintenance, and ensuring a productive and standards-compliant work environment.

## Professional Experiences

### PT. Intrias Mandiri Sejati and PT. OCS Global Services

Administration General Affairs  
Jakarta, Indonesia

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

Jakarta, Indonesia

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

Jakarta, Indonesia

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.

### PT. Tunas Artha Gardatama

ATM Machine Maintenance

Jakarta, Indonesia

April 2011 - January 2014

- 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.

Skills: Electromechanical Engineering, ATM Hardware/Software Troubleshooting, Spare Part Inventory Management, Machine Performance Data Analysis.

### PT. Fastfood Indonesia (KFC Indonesia)

Cook

Tangerang Selatan, Indonesia

July 2007 - October 2010

Placement at Branch KFC Cireundeu, Tangerang Selatan.

- 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.

Skills: Mastery of Frying Techniques, Inventory Management, Food Safety Compliance, Working Fast in a Dynamic Environment, Team Collaboration.

### PT. Citra Abdi Kawan Sejati

Mixing Colour Technician

DKI Jakarta, Indonesia

August 2005 - July 2006

Placement at Branch Isuzu Warung Buncit, Jakarta Selatan.

- 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.

Skills: Mastery of Color Matching System, Visual Accuracy, Chemical Management, Spectrophotometer Operation, Compliance with OEM Standards.