



Imam Buchori

Administration General Affairs

📍 South Jakarta

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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 (Microsoft Word, Excel, PowerPoint), Asset Management, Procurement, Financial Administration.

Soft Skills
Controlling, Reporting, Communication, Negotiation, Problem-Solving

Certifications

Cyber Security for the Business Professional
March 2024
Prakerja & Carilimu.co.id
0036/WPD038/C1/Prakerja/2024

Kompetensi: SKKNI Data Management
Nomor 268 Tahun 2020

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 Jakarta, Indonesia
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 Jakarta, Indonesia
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 Jakarta, Indonesia
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.

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