

Jakarta, June 2022

Devtera Tarumun Aromande

Mobile: +62 822 11788 401

Email : dev.keren@gmail.com

Dear Sir/Madam,

**APPLICATION FOR THE POST OF FIELD AGENT SURVEY & MONITORING
BRANDING ASSET**

I was graduated from Senior High School Jakarta Indonesia, majoring working in Management since year of 2008. Before, I was working as Management in Trijaya Solutions as Budgeting and field Officer. I as well had work with courier company, Administration and Helpdesk as teamleader.

I am very interested in pursuing a career in IT and operations. I have completed a wide range of subjects that provide me with a firm base of knowledge and skills relevant to the requirements needed.

I believe that my knowledge and skills will help me contribute a great deal to your company. Above all, I possess the interest and determination to perform well in the position you are offering.

I look forward to meet with you to discuss the position further.

Thank you for your consideration.

Yours Sincerely,

(DEVTERA TARUMUN)

CURRICULUM VITAE



Name Surname : Mr. Devtera Tarumun
Position : Sr. Officer (0822-1178-8401)

PERSONAL

Current location : Jakarta - Indonesia
Nationality : Indonesian
Date of Birth : 5 September 1983
Civil Status : Married
Languages spoken : English
Height & Weight : 175 cm/ 85 kg
Mobile No : +62 82211788401
Email : dev.keran@gmail.com



WORK EXPERIENCE

Employer : TRIJAYA SOLUTION
Position : Freelance **Dates**: Jan 2019 – Present

Website of the Employer : www.globaltrijayasolution.com

Employer Discriptions :
Reporting to : Director

Reason for leaving : -

Jobs Discription:

- Planned and Budgeting for any operational .
- Created Excel and PowerPoint presentation materials for demonstrations and personel and upper divition meetings.
- Created budget plans monitor flow of money.
- Use computers and filing systems to collect, organize and store confidential information.
- Screened and managed prospective high-quality personel.
- Established and updated work schedules to account for changing staff levels and expected workloads.
- Coordinated individual duties after careful evaluation of each divitions skill level and knowledge, which measuring operational and progress.
- Helped personel with day-to-day staff work and complex problems strategies.
- Managing Networking and Troubleshoot of company Client.

CURRICULUM VITAE

Name Surname : Mr. Devtera Tarumun
Position : Sr. Officer (0822-1178-8401)



Employer : PT. GKR
Position : Head Administration

Dates: March 2017 – Aug 2018

Website of the Employer : (Private Bussiness)
Employer Discriptions : General supplier, Trading & Purchasing
Reporting to : President Director
Reason for leaving : Finishing Project
Jobs Discription:

- Planned and scheduled office events, including meetings, conferences, interviews, orientations and training sessions.
- Created Excel and PowerPoint presentation materials for demonstrations and client and upper management meetings.
- Created budget plans to find ways to reduce costs and monitor flow of money.
- Used computers and filing systems to collect, organize and store confidential information.
- Screened and managed prospective high-quality recruits for employment.
- Established and updated work schedules to account for changing staff levels and expected workloads.
- Coordinated individual duties after careful evaluation of each skill level and knowledge, which increased productivity by %.
- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.

Employer : PT. Harta Karya Abadi
Position : IT & Purchasing Spv

Dates: Februari 2016 – March 2017

Website of the Employer : (Private Bussiness)
Employer Discriptions : General supplier, finance, man power
Reporting to : President Director
Reason for leaving : Operations Moved to Macau
Jobs Discription:

- Support the Director in the daily operation and work
- Work according to the management target
- Keep tools work area at all times in best conditions according to the rules set by company
- Control IT tools and preparations
- Prepare and maintain target according to annual planning
- Follow the instructions and recommendations from the immediate superiors to complete the daily tasks
- Travelling based to management order

CURRICULUM VITAE

Name Surname : Mr. Devtera Tarumun
Position : Sr. Officer (0822-1178-8401)



Employer : Courier Company
Position : Sr. IT Officer
Dates : 19 June 2009 - 31 Januari 2016
Website of the Employer : www.pahalaexpress.co.id
Employer Discriptions : Local Courier Company
Reporting to : IT Manager
Reason for leaving : Looking for better job opportunity and career development
Jobs Discriptions:

- Helpdesk for daily task
- Recording & data asset management
- Fixing troubleshoot and maintaine hardware
- Procurement and purchasing
- Supporting transportation management system
- Monitoring & Traveling to branch (Jawa & Sumatra)

Employer : CV Trijaya Solusindo (Part time & Project)
Position : IT Support, Marketing and Operations
Dates : 2008 - 2016
Website of the Employer : www.trijayaitsolusindo.com
Employer Discriptions : IT Consultant
Reporting to : Director
Reason for leaving : Looking for better job opportunity and career development
Jobs Discriptions:

- Marketing
- Delivery & Installation
- Installations networking and several programme by request
- Incharged quality control

Employer : International Federation Red Cross (IFRC – NGO)
Position : Sr. Officer
Dates : 2006 - 2007
Website of the Employer : www.ifrc.com
Employer Discriptions : Non profit Organization
Reporting to : IT Manager
Reason for leaving : Looking for better job opportunity and career development
Jobs Discriptions:

- Briefing for new delegate enter Indonesia
- Manage preparations and tools for delegate
- Administration and legal letter under Legal Delegate
- Keep secure information.
- Maintain security condition for every person delegate in remote locations

CURRICULUM VITAE

Name Surname : Mr. Devtera Tarumun
Position : Sr. Officer (0822-1178-8401)



Employer : British Red Cross (BRC – NGO)
Position : EDP Officer **Dates** : 2005 - 2006
Website of the Employer :
Employer Discriptions : Non profit Organization
Reporting to : IT Manager
Reason for leaving : Looking for better job opportunity and career development
Jobs Discriptions:

- Entry data for eligible disaster victim
- Manage data record
- Transferring goods live support and data to main office

EDUCATION

- | | |
|----------------------------|----------------|
| • Senior High School (GED) | Graduated 2001 |
| • Basic Safety Training | 2008 |
| • Advance Fire Fightin | 2008 |
| • TOT Company | 2012 |
| • Networking Management | 2012 |
| • Basic PHP Language | 2014 |

ABILITY AND LANGUAGE

- Driving (up to Semi Truck) Manual / Matic
- 4 wheel driving (Offroad vehicle))
- English (Speaking, Listening, Written – Legal Letter)
- Microsoft Office (360,Presentation,Excell,Word)
- Photo Editor
- Operating System installations (windos, linux, mac)
- Restaurant service system
- Hotel Management system Operating
- SAP
- Networking installations
- Quality control
- Risk Management Unit
- Budgeting management
- System and training for trainer
- Software installations & Development
- Software & Hardware troubleshoot
- Helpdesk, maintaining, recording data asset.

CURRICULUM VITAE

Name Surname : Mr. Devtera Tarumun

Position : Sr. Officer (0822-1178-8401)

INTERESTS

- Music
- Sports
- Analiting Data

REFERENCES

Upon requested

SALARY & EXPECTATION

- Negotiable income regarding State regulations
- Health Insurance under State regulation