

RITZEN DWICAHYA

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Wanasari, Cibitung, Bekasi, 17520

Professional Summary

Mechanical Engineer with strong expertise in maintenance, warehouse operations, and regulatory document management. Experienced in improving industrial efficiency, warehouse control, and compliance with regulatory standards for medical device distribution. Seeking to contribute technical skills and leadership to dynamic organizations.

Work Experience

Document Specialist & Warehouse Associate - PT. Siwa Duta Gemilang (Legalkes Consultant) | March 2021 – Present

- Prepare and submit regulatory documents to Ministry of Health for medical device distribution permits and production certificates.
- Monitor and update document progress to ensure timely approvals.
- Conduct warehouse inspections to ensure compliance with Ministry of Health standards.
- Maintain detailed inventory records and audit warehouse operations for regulatory readiness.

Merchandise Warehouse Coordinator - PT. Kreon | November 2014 – February 2021

- Managed warehouse inventory for merchandise, including inbound and outbound activities.
- Planned and organized new merchandise promotions to support marketing campaigns.

Farm Technician & Team Leader - PT. Taruna Mitraprima Agroindo | October 2020 – January 2021

- Lead a team of farm operators to ensure proper execution of daily tasks and equipment maintenance.
- Oversaw agricultural tools and machinery operations, ensuring minimal downtime.
- Prepared and submitted daily operational reports to management.

Education

Bachelor of Mechanical Engineering - Universitas Trisakti | May 2015 – October 2018 | GPA: 2.93/4.00

Diploma of Mechanical Engineering - Politeknik Negeri Jakarta | July 2010 – July 2013

Vocational High School (Mechanical Engineering Focus) - SMKN 1 Cikarang Barat | July 2007 – April 2010

Certifications

- Health, Safety, and Environment for Basic Factory (2021)
- Japanese Language - Rookie Level (2021)

Skills

Technical Skills:

- Preventive Maintenance
- Warehouse Management
- Regulatory Compliance
- Technical Documentation
- Data Reporting

Soft Skills:

- Team Coordination
- Attention to Detail
- Problem Solving

Professional Training & Apprenticeships

- PT. Charon Pokphand Indonesia (2020) – Broiler farming operations and machine management.
- PT. Astra Honda Motor (2013) – Quality data collection for final project activities.
- PT. Inti Ganda Perdana (2012) – Quality assurance assistant for production lines.
- AHASS Cibitung Motor Mandiri (2009) – Support mechanic for maintenance and pre-delivery inspection.

Organizational Experience

- Sport & Environment Division Staff – Himpunan Mahasiswa Mesin (Politeknik Negeri Jakarta)
- Member – Polytechnic English Club (PEC)
- Karate Extracurricular Member – SMKN 1 Cikarang Barat

Achievements

- 3rd Place – LIMAPO Futsal Tournament (2012)
- Runner-Up – MEC Futsal Tournament (2011)
- Speaker – National Industrial Technology Seminar, Trisakti University (2018)