

CURRICULUM VITAE

Personal Data



Full Name : Andi Saputra, S.IP
Place/Date of Birth : Jakarta, August 23rd 1983
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C G P A : 3,20 (4,00)
Sex : Male
Height : 175cm/80kg
Marital Status : Single
Nationality : Indonesian
I.D Number : 3175042308830001

Formal Education Background

School and University	Place	Year
Elementary School	: SDN 26 Jakarta Timur	1995
Junior High School	: SMP Negeri 50 Jakarta Timur	1998
Senior High School	: SMU Negeri 9 Halim Perdanakusumah	2002
University	: Universitas Negeri Jenderal Soedirman [FISIPOL]	2007

Seminars & Trainings

Specification	Place	Year
Webmaster	Dumet School	2016
TOEFL Preparation	LIA, Jakarta	2008
Excellent Leadership Training	Purwokerto	2007
3G For Business Solution Seminars	Purwokerto	2005
CHIP Multimedia Trainings	Purwokerto	2004
Christian Student Leadership Trainings	Jogjakarta	2004
Qualitative Research Methodology Trainings	Purwokerto	2004
Quantum Writing Training	Purwokerto	2004
Pilkada Regional Seminar	Purwokerto	2004
English as a Secondary Language Course	Melbourne, Australia	1999

Computer Ability

Specification	Description
Microsoft Word	Word processing
Microsoft Excel	Spreadsheet and Data calculation
Microsoft Power Point	Presentation & Outline design
CorelDraw	Vector design
Adobe Photoshop	Pixel masking and manipulating
Adobe Illustrator	Vector design and manipulating
Adobe Premiere Studio	Video Editing (Basic)
Adobe Dreamweaver	Web Design
Ulead Video Studio	Video Editing (Intermediate)

Foreign Languages Ability

Specification	Description	Course Place	Year
English	Conversation	LIA, Jakarta	2002

Additional Qualifications

Able to work on team.
Able to work under pressure.
Having a wide regional and global knowledge
Strong leadership organization experiences
Analytical and logical
Creative and Innovative
Easy to adapt and learning
Hard worker

Hobbies

Writing
Reading
Music
Travelling

Job & Organizations Experiences

Web Developer and Content Writer at Banana Creative House (current)

Social Media Campaign Organizer (2014-2016)

Recruitment & Performance Mgt Staff, PT. Fast Offshore Supply, PTE, LTD (2012-2014)

HR Staff, PT. Puninar Jaya (2009)

Management Trainee, PT. Puninar Jaya (2008)

Part-time marketing, Handesign Clothing & Convection, Co. (2006 – 2009)

Head of Review Council, Himpunan Mahasiswa Politik (HIMAPOL) FISIP Unsoed (2005-2006)

Media Official, Regional Seminar *entitled* "Pilkada Nasional", FISIP Unsoed (2004)

Member of Student Legislative, FISIP Unsoed (2002-2003)

Job Description Experiences

Human Resources :

- A. **Recruitment**, create an interview plan per- existing department, arranging schedule for the interviewer(user) and candidate, interviewing-assesst candidate ranging for 0-3 years experiences/non-manager, sailors, truck drivers, warehouse staff.
- B. **Organization Development**, helps section head/manager to calculate man power plan and calculate their average performance scores based on their specialty in certain/existing area of duty for promoting until demoting staff level for yearly program.
- C. **Performance Management**, assitance to co-worker/staff level in various department to implement objective performance report with questioner tools between user and staff.

Administration :

- A. Plan to organize incoming Job Application/CV for recruitment purpose, create a recorded pre-employment database filing until scheduling an interview.
- B. Maintaining and responsible for monitoring any obsolete manuals/SOP for Management Development/Research department (ISO Control)
- C. Create and build a work plan based on department KPI and helps plan project evaluation within the HR scoope with section head/manager level.
- D. Familiar with statistical approach on calculating and measures any given data related to management project.