Dear. Mr/Mrs Head of the Company   Jakarta, 15 July 2024

In Place

Let me Introduce my self :

Name	: Hilwan Alfian Zaeni
Place and date of birth	: Jakarta/24-08-2002
Gender	: Male
Education	: SMK
Number Phone	: +6281389583073
E-mail	: zaynfian@gmail.com
Residence address	: Kp Sukapura Rt 02/03 Kel Sukapura, Kec Cilincing, Jakarta Utara

I just wanna submit a job application at the company that you lead. For your consideration, I attach the administrative requirements file as follows:

1. Resident Identity Card
2. Diploma High school
3. Transcript of grades
4. Curriculum vitae/short biodata of the applicant
5. Work Experience Certificate
6. Expertise certificate/skills certificate

Thanks for you attention, Sir/Madam, I say thank you very much.

Best Regads,

(Hilwan Alfian Zaeni)

Hilwan Alfian Zaeni

Jakarta Utara, 14140 | +62-813-8958-3073 | zaynfian@gmail.com•

SUMMARY

Accomplished Project Estimator with background in estimate preparation. Offers strong record of liaising between clients and contractors, maintaining commitment to quality control and on-time project completion. Astute problem-solver with skills in research and vendor negotiation. Systematic and thorough Estimator with track record of developing and maintaining cost estimation for large and small projects. Adept in estimating and providing accurate reports on material and labour costs for diverse projects. Maintains great relations with contractors and vendors. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

PROFESSIONAL EXPERIENCE

PT KENARI DJAJA PRIMA   **Jakarta, Indonesia, IDN**

Estimator and Hardware Specification   **03-July-2023 – 07-Juni-2024**

- Analysis of working drawings from Sales
- Analyze hardware requirements from the working drawings obtained
- Prepare product and brand estimates based on work drawings and required quantity specs
- Discussion with specifiers to create bid specs
- Checking stock at the warehouse
- Conducted research to investigate best prices and quotes, assessing quality of products and services
- Evaluated plans, documents and bills of quantities to calculate costs and enumerate summary.

PT. YAMAHA MUSIC MANUFACTURING INDONESIA   **Jakarta, Indonesia, IDN**

PRODUCTION OPERATOR   **16-October-2020 – 25-February-2022**

- Operate the machine buffing, and Make production proses buffing all body guitar acoustic in accordance with work instructions
- Conducted thorough quality inspections on finished products to facilitate high-quality output.
- Maintained excellent team relationships by helping others with complex tasks, including machine repairing, deep cleaning, and troubleshooting.
- Read and interpreted engineering drawings and work instructions to manufacture final products.
- Implemented process improvement initiatives working closely with team for smooth operations.
- Set up precise machine controls to regulate material flow, temperature, or pressure.
- Collaborated with fellow team members to reach set production targets.

- Used hand tools, jigs, and machinery safely to maintain safe working area.

EAST JAKARTA ADMINISTRATIVE CITY DEVELOPMENT SERVICE SUBJECT   **Jakarta, Indonesia, IDN**

DRAFTER SHOP & AS BUILT DRAWING   **27-AUGUST-2018 – 28-DECEMBER-2018**

- Make Shop and As Built Drawing designs using AutoCAD Civil 2D
- Make Daily, Weekly, Monthly and yearly Progress
- Carry out taking measurements of neighborhood streets and roads
- Help carry out PHO (Professional Hand Over).

EDUCATION

UNIVERSITY OF INDRAPRASTA PGRI   **Jakarta,Indonesia, IDN**

Bachelor of Engineering, Major in Computer Science; Informatics Engineering   **2021-2025**

GPA: 3.10

4 VOCATIONAL HIGH SCHOOL   **Jakarta,Indonesia,IDN**

Major in Modelling Design & Building Information   **2017-2020**

GPA: 83.00

SKILLS

● Ms Word, Ms Excel	● SQL/PHP
● Autocad	● MySQL
● Sketchup	● HTML,CSS
● Rendering (Vray, Enscape)	● Javascript

LANGUAGE & MY HOBBYS

● INDONESIA (Elementary)	● FUTSAL
● ENGLISH(Elementary)	● BADMINTON
● ARAB (Elementary)	● BILLIARD