**CURICULUM VITAE**

BIODATA

Name : Anju Frisco Gultom

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Status : Married

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FORMAL EDUCATION

1991–1997 : SDN Bandar Jambu, North Sumatra

1997–2000 : SLTPN 1 Tapian Dolok, North Sumatra

2000–2003 : SMUN 1 Raya, North Sumatra

2004–2009 : Civil Engineering Department, Bandung Institute of Technology, Institut Teknologi Bandung

NON FORMAL EDUCATION

* “National Character Building” seminar at Civil Engineering ITB (16 february 2006)
* Enterpreneurship Course in Civil Engineering ITB (2 – 9 september 2006)
* Practical study (kerja praktek) at PT. Nippon Steel Batam Offshore Service (January - February 2008) in structure Engineering division.
* Softskill Training in ITB (August 2008)
* Awareness & Internal Auditor of Integrated Management System (Iso 9001 OHSAS 18001) at PT SIS (3 - 5 April 2012)
* KJL2(kursus juru ledak 2) Blaster 2Training at PT.SIS (Maret 2012)
* Pra POP (Pengawas Operasional Pratama)First Officer Training at PT SIS (1 – 5 May 2012)
* Promise Training (Production Mining System)
* POP Training (7 – 10 August 2014) 🡺Sertifikasi

SKILLS

* Microsoft Office (MS Word,Excel,P.Point,M.Acces)
* AutoCAD
* Talpac
* Mineops
* Geo Studio (SEEP/W)
* ETHABS
* PLAXIS

WORKED EXPERIENCE

* Worked at PT. Jaya Konstruksi Manggala Pratama,Tbk (February 2009 – May 2010) as Operational Supervisor.
* Worked at PT. Sapta Indra Sejati (June 2010 – Now) :
* As Senior Mining Group Leader (June 2010 – Des 2012)
* As Mining Supervisor ( Jan 2013 – May 2013)
* As Mine Dispatch Supervisor (June 2013 – 20 June 2015)
* Working at PT. Bumi Riau Indah Jaya as Assistant Project Manager (June 2015 – November 2015)
* Main Director at CV.Cipta Jaya Karya (Supllier & Civil Contractor) (November 2015 – Now)

JOB DESCRIPTION WHEN I WORKED AT PT.JAYA KONSTRUKSI AS OPERATIONAL SUPERVISOR SUMBAWA ROAD PROJECT

* Clearing road area
* Control all activity road area base on design Engineer
* Control design foundation of stone crusher
* I have responsibility to monitoring process building of stone crusher.
* Control stone crusher productivity
* Setting and controlling man power of stone crusher
* Setting and Monitoring fleet from quarry to stock pile

JOB DESCRIPTION WHEN I WORKED AT PT.SAPTA INDRA SEJATI (ADARO GROUP) AS SENIOR (FRONT-ROAD-DISPOSAL) MINING GROUP LEADER(May 2010 – May 2012):

* Check Front,Road and Disposal Conditions
* Maintenance mining road (Patching, leveling)
* Make new Mining road based on design
* Give instructions and safety information for the team.
* Control and monitor changeshift proses
* Coordination to engineering about Daily setting fleet
* Coordination to engineering about design and sequence mining
* Evaluation about productivity performance
* Give report to Mining Supervisor about operational progress
* Check How Many Fleet OB and Coal still operating
* Control hourly production report
* Meeting Daily Setting fleet with all Sections (Engineering,Plant,Production and Safety)

JOB DESCRIPTION WHEN I WORKED AT PT.SAPTA INDRA SEJATI (ADARO GROUP) AS MINE DISPATCH COORDINATOR (JUN 2013 – 20 JUNE 2015):

* Check all fleet still operating by jigsaw
* Prepare report for daily meeting Setting fleet and daily review
* Review daily production performance (Front-road-Disposal Activity/UA unit)
* Make and control PICA
* Setting fleet as a target
* Setting Truck needed for every fleet
* Control and monitoring production and operational cost
* Control and monitor Dispatch team abou t fleet matching
* Monitoring Speed Dashboard
* Make a daily report about front\_road and disposal activity
* Check target Coal and actual stock ROM for each of samples like T100,T200, etc

JOB DESCRIPTION WHEN I WAS WORKING AT PT.BUMI RIAU INDAH JAYA AS ASSISTANT MANAGER ON THE RAJAWALI AND BIMA ROAD PROJECT (22 AUGUSTUS 2015 – 11 NOVEMBER 2015):

* Make BOQ (Bill Of Quantity, Time Schedulle, etc)
* Supervise for Drainage design process
* Control and monitoring Soil Job (Cut and Fill)
* Control and Monitoring Pavement Grained (Layer of Agregat class A Foundation)
* Control and Monitoring Asphalt Pavement design

JOB DESCRIPTION WHEN I AM WORKING AT CV. CIPTA JAYA KARYA MAIN DIRECTOR ON (15 DECEMBER 2015 - NOW):

* Control and monitoring Drainage Project (02 February 2016 – 16 February 2016)
* Monitoring E-Procurement

My Best Regards

(Anju Frisco Gultom)