**CURRICULUM VITAE**

# A. PERSONAL DATA



N a m e : **LOT HESTI UTOMO, SE**

Call Name : **HARRY LOT**

Place / DOB : Bandung, May 28, 1960

Address : Jl. Cempaka I no.1

Rengas – Tangerang Selatan 15412

Telephone : 021 - 749.5068

Mobile-phone : 0852 - 109.52503

e – mail : [**lot\_yuk@yahoo.com**](mailto:lot_yuk@yahoo.com)

Religion : Islam

Marital status : Married

Family data :



**B. Education :**

**University graduate**, S1 in management

Faculty of Economic, Pancasila University in Jakarta

Graduated in 1988

**Diploma graduate**, D3 in Marketing

Pendidikan Ahli Administrasi Perusahaan ( PAAP ) Faculty of Economic, Padjadjaran University in Bandung

Graduated in 1984

**Diploma Graduate,** Programer

Indonesian Computer Institute, in Bandung

Passed 1981

**Senior High School graduate**, in Ilmu Pengetahuan Sosial ( IPS )

SMA Badan Perguruan Indonesia ( BPI ) in Bandung

Graduated in 1980

**Junior High School graduate**,

SMP St. Aloysius in Bandung

Graduated in 1976

**Elementry School graduate**,

SD St. Yusuf I in Bandung

Graduated in 1973

**C . Working experience :**

**June’ 2012 – Now :**

**INSIDE STUDIO,** Tangerang Selatan

Event Organizer, Production House & Photography

Position : **Event Manager**

**June 2012 – March 2014:**

**PT. STRACO INDO PROLANT**, Tangerang selatan

Position : **Finance & Administration**

Support supply equipment & Spare Part PT. Expan Petrogas Intranusa & PT. Antareja Resources **(Drilling Company** **Medco Group**)

**September’ 2005 – May’ 2012 :**

**FREELANCER :**

Undertaking the Event Activity, Graphic Design and Interior contractor home and Office

**May’ 2005 – August’ 2005 :**

**PT. Kreatif Senterindo** ( Communication & Advertising ), Jakarta

Position : **Business Development Manager**

*Job Description :*

* Setting up a good networking to potential clients in order to acquire new business
* Finding Event Organizers (EO) in order to expand the business in this area, and managing the project acquired
* Helping company to achieve forecasted revenue as planned

*Achievement :*

* Successfully tried to run the field of promotional events

**June’ 2004 – May’ 2005 :**

**PT. Oceanair Indonesia** ( Freight Forwarding ), Subsidiary of Blue Bird Group, in Jakarta

Position : **HR & General Affair Manager**

*Job Description :*

Responsible for managing personel, Office administration, Legal affairs, Logistics and Public Relation.

*Achievement :*

Succeeded in making company regulations and discipline company rules

**February’ 1999 – February’ 2003 :**

**PT. Prima Nugraha Sejahtera Raya** ( Driving License Computerization in Indonesia with The Indonesian National Police ), in Jakarta (change name from PT. Citra Permatasakti Persada)

Position : **Human Resource & General Affair Manager**

*Job Description :*

**Human Resource :**

Recruitment, payroll, industrial relation, appraisal, monitoring government regulation, HR Development, social wellfair.

**Secretariat :**

Registration Incoming/Outgoing Document/letter, Filling, Distribution document/letter

**Legal :**

External legal product ( Contract ( purchasing / maintenance ), MOU, monitoring contract articles ), Internal legal product ( Decision letter, Labor contract )

**Public Relation :**

External activity (Pers conference, make relationship with Polri Public relation), internal activity (internal event organizer, documentation, news clipping, Publish the bulletin Prima Aktualita, supervise Prima Club activity ( sport, music and spirituality ) and Relation attention )

**Purchasing :**

Designing a proper relationship with the supplier, Select Supplier, Selecting and implementing the appropriate technology, Maintain the data items required and supplier data, Puchasing process, Evaluate the performance of the supplier and import material handling.

**Transportation :**

Transportation schedule design, manage the drivers, maintenance 32 car in Jakarta and 27 car out from Jakarta include STNK and car insurance.

**Distribution :**

Material and Spare parts Packaging, Distribution to all the Polda in Indonesia, monitoring distribution status.

**Home affair :**

Cleaning service, Stationary supplies, office maintenance ( interior, lighting, A/C, civil work ), office equipment maintenance (Comunication equipment, computer, office furniture ) manage the security & office boy

*Achievement :*

* Successfully applying the appropriate personel wisdom of government regulation,
* Successfully applying the discipline of work according to the rules of company,
* Making education program according to the needs of companies
* Successfully create a standard formula salary of employees in accordance UMP
* Organized education for transferring technology to all Police regions all over Indonesia.

**July’ 1991 – January’ 1999:**

**PT. Citra Permatasakti Persada** (Driving License Computerization in Indonesia with the Indonesian National Police), in Jakarta

Position: **General Affair Asst. Manager**

*Job Description:*

**Home affair :**

Cleaning service, Stationary supplies, office maintenance ( interior, lighting, A/C, civil work ), office equipment maintenance (Comunication equipment, computer, office furniture ) manage the Security and office boy, planing interior design ( interior design experience : 1992 – **Mustika Ratu Centre** 9th floor (845 m2), 1995 – **Exim Plaza** 26th floor (1200 m2))

**Secretariat :**

Registration Incoming/Outgoing Document/letter, Filling, Distribution document/letter

**Purchasing :**

Designing a proper relationship with the supplier, Select Supplier, Selecting and implementing the appropriate technology, Maintain the data items required and supplier data, Puchasing process, Evaluate the performance of the supplier.

**Transportation :**

Transportation schedule design, manage the drivers, maintenance 30 car in Jakarta and 27 car out from Jakarta include STNK and car insurance.

*Achievement :*

* Successfully maintain smooth office needs, successful policing office mailing system, and successfully maintain maintenance office
* Development project, Seberang Ulu Area, Palembang and Jakarta

**May’ 1990 – June’ 1992:**

**PT. Citra Marga Nusaphala Persada** (Operator Toll Road Cawang – Tj. Priok), in Jakarta

Position: **Staff to General Affair**

*Job Description:*

Catering and Office Supplies, Building maintenance and Management

*Achievement :*

* Creating Event for building dedication PT. CMNP

**February’ 1987 – March’ 1988:**

**PT. Tri Pramasuri Buana** (Advertising Bureau), in Jakarta

Position: **Creative Director**

*Job description:*

Leading the research and survey the product, deciding the advertising design concept and promotion schedule, controls graphic designer, and advertising presentation.

*Achievement :*

* Media Placement for SONY electronic, in POP Magazine, on March 1987 – March 1988

**D. Others Experience:**

**September’ 1997 – August’ 1998:**

**Ad Hoc I Committee Dewan Perwakilan Rakyat (DPR)**

## Supporting the preparation meeting AD Hoc I committee, in Jakarta

Position: **Finance and General Affair Manager**

**1995, 1993 and 1991 :**

**Kirab Remaja Nasional,** Yayasan Tiara Indonesia, in Jakarta

Position: **Organizing Committee**

**1994, 1993, 1992 and 1991:**

**Exibhition Handy Craft and Indonesia Interior (KIDI) #7, #6, #5, #4**, Yayasan Tiara Indonesia, in Jakarta

Position: **Deputy of Steering Committee**

**E. Additional skills:**

* Expert in making the event program
* Capable of using Microsoft Word, Excel and Power Point
* Capable of using graphic programs Corel Draw, Photosop and Photoimpact

Tangerang Selatan, February’ 2015

Best regards,

### LOT HESTI UTOMO, SE