**CURICULUM VITAE**

**Personal Data**

****Name : Malikus Sri Harjanto

Place / Date of Birth : Jakarta, 23 Desember 1985

Gender : Male

Religion : Islam

Marital Status : Single

Domiscile Address : Jl. Raya Cileungsi Jonggol Km 6,5

 Perumahan Grand Nusa Indah

 Blok S 1 nomor 10

 Bogor 16820

ID Address : Jl. Bumi Kiara No. 6 RT/RW : 003/007

 Kiara Condong

 Bandung

Mobile Phone : 08567832305 / 081460006732

Email : msriharjanto@yahoo.com

**Formal Education**

* 2004 – 2009 Bina Nusantara (BINUS) University, Jakarta

Dual Bachelor’s Degree (Industrial Engineering – Information System)

* 2001 – 2004 Sumbangsih High School, Jakarta
* 1998 – 2001 SMPN 6 Junior High School, Ujung Pandang
* 1992 – 1998 SD Cenderawasih 1, Jakarta

**Non-Formal Education**

* 2012 Basic First Aid Training at International SOS First Aid

 Training Certification, Antasari - Jakarta (SOS Certified)

* 2009 Ethic Class at Aryanti, Pasir kaliki – Bandung
* 2009 Conversation Class at EF, Dago – Bandung
* 2002 – 2003 Advance English class at LIA, Fatmawati - Jakarta
* 2001 – 2002 Intermediate English class at LIA, Fatmawati – Jakarta
* 2001 Basic English class at LIA, Fatmawati – Jakarta

**Training and Seminars**

* January 2015 DIS/ISO 9001:2015 Requirement Training (Vidya

 Consultant Certified)

* February 2014 Internal Audit of ISO 9001:2008, ISO 14001:2004 and

 OHSAS 18001:2007 Training (Vidya Consultant

 Certified)

* March 2012 Basic First Aid Training at International SOS First Aid

 Training Certification, Antasari - Jakarta (SOS Certified)

* Augustus 2009 Ethic Class at Aryanti, Pasir kaliki – Bandung
* September 2010 Internal Training “Manajemen Sumber Daya Manusia”
* July 2010 Internal Training “Microsoft Project untuk Penjadwalan

 Produksi”

* July 2010 Internal Training “Introduction to ISO 9001 : 2008”
* June 2010 Internal Training “Membuat S-Curve”
* May 2010 Internal Training “Manajemen Produksi”
* April 2010 Internal Training “Spesifikasi Material”
* February 2010 Internal Training “Membaca Gambar Tehnik”
* January 2007 Seminar “Prospect of Manufacturing Industries Through

 World Globalization by TOYOTA” at Binus University,

 Jakarta (Certified)

* December 2005 Factory visit : “PT. International Chemical Industry Co.

 Ltd, Jakarta

**Organization Activity**

* OSIS member at SMPN 6 Ujung Pandang (1999 – 2000)
* Committee of SMPN 6 PORSENI (Pekan Olahraga dan Seni) in 1999
* Member of Bunga Karang, Pencak Silat Club in Sumbangsih High School

 (2001-2002)

* Member of BNCC (Bina Nusantara Computer Club) (2004-2007)
* Member of HIMSISFO (Himpunan Mahasiswa Sistem Informasi-BINUS)

 (2004-2009)

* Member of HIMTI (Himpunan Mahasiswa Teknik Industri-BINUS)

 (2004-2009)

**Other Skill**

* Able to use computer application such as :
1. Office application (Microsoft Word, Excel & Power Point).
2. Scheduling application (Microsoft Project).
3. Flowchart application (Microsoft Visio).
4. Statistic application (Minitab 14).
5. Graphic application (Adobe Photoshop).
6. Web Design application (Joomla)
* Could work optimally at Windows based operating system
* Able to use Internet
* Write and speak English fluently

**Personality**

* Willing to workhard
* Eager to learn new experience
* Able to work as team an individual
* Honest and responsible
* Could work under pressure circumstances
* Fast learner
* Creative

**Work Experience**

1. **PT. Bukaka Teknik Utama :**



**PT. BUKAKA TEKNIK UTAMA**

A steel construction manufacturers company

Period : January 2010 – 2012

Division : Passenger Boarding Bridge Division

Position : Project Planning at PPIC Departement

Job Description :

1. Monitoring, reporting and updating production progress.
2. Stock and outstanding reports.
3. Administrating ISO and OHSAS document for PPIC department
4. Update PPIC document for ISO and OHSAS.
5. Internal auditor for the accuracy of the stock in warehouse.
6. Checking and make MRP (Material Requirement Planning) based on the BQ (Bill of Quantity).
7. **PT. Bukaka Teknik Utama :**

**PT. BUKAKA TEKNIK UTAMA**

A steel construction manufacturers company

Period : January 2012 – now

Division : Passenger Boarding Bridge Division

Position : Procurement Staff at Purchasing Departement

Job Description :

1. Making PO (Purchasing Order) to buy item’s based on the material requirement released by PPIC.
2. Making SPK (Surat Perintah Kerja) for external supliers to process our material’s into custom made component for the boarding bridge
3. Making procurement from overseas supplier
4. Administrating ISO, 5S and OHSAS document for Purchasing departement
5. Monitoring Quality Objective for Purchasing departement
6. Update and revise ISO and OHSAS document’s
7. Monitoring and reporting the material requisition progress for Project Control Report
8. Monitoring and reporting the usage of the petty cash for purchasing cash payment