CURRICULUM VITTAE

Nurul Khasanah

Jl. Kihajar Dewantoro, Lurah saadi rt.006/010
No.64 Cipondoh, Tangerang 15146
Indonesia

khasanah.aadde@live.com
MP +685 6111 5306

WORK EXPERIENCES

Institution/ Company	Role	Job Desc	Period
PT Rekadaya Elektrika	Consultant	Assist in developing quality management system - processes, procedures, objectives, Quality Manual, controlled documentation, records, functions and services to lead to ISO 9001:20015 certification.	Sept 2016 - Current
PT Indosama Persada	QHSE Staff (QHSE Department)	- Support the HSE Manager and team with planning, coordinating and implementing of effective HSE policies, guidelines and procedures to ensure that the department objectives are met. - Attend pre-job, planning and client meetings as required on HSE related matters. - Provide support to the dept. on the implementation of Companywide HSE initiatives e.g. ISO 14001, OHSAS 18001, ISO 9001 - Assist with developing HSE plans that comply with Company policies and procedures as well as client requirements - Conduct HSE orientation/ induction to all new employees. - Support offshore HSE personnel's in the development of work site HSE campaigns and good practices. - Ongoing maintenance of the HSE tracking databases and Contractor Management System - Conducting safety training and education programs, and demonstrate the use of safety equipment	Jun 2014 – Jan 2016

PT Indosama Persada	HSE Administrator (QHSE Department)	- Assist HSE Coordinator on a daily basis with administrative functions, such as setting up meetings with various individuals, departments and/ or third party companies - Prepare HSE bid package questioners (CSMS) - Admin support as required to HSE Department Maintain safety data, keeping the data base update	Jan 2014 – Mei 2014
PT Supra Primatama Nusantara	Service Assurance Staff (Service Assurance Staff)	- Collaborate with Seniors and Principals to set forth engagement objectives and engagement strategies that comply with professional standards and appropriately address risks. - Research safety topics and/or training opportunities as instructed to do so by HSE Manager Promote safe work practices and injury prevention activities - Maintaining a system for recording, reporting and investigating injuries, accidents and dangerous occurrences - Carrying out hazard assessments of work functions and assisting with the implementation of hazard controls - Conducting safety training and education programs, and demonstrate the use of safety equipment Prepare HSE bid package questionaires	March 2013 – Des 2013

FORMAL EDUCATION

Institution	Place	Discipline	Score	Dates From
Pascasarjana Universitas Sahid	Jakarta	K3L (S2)		2016 - Present
Esa Unggul University	Jakarta	Public of Health (S1)	3,41	2008-October 2012
SMA N 94	Jakarta	IPA	-	2005-2008
SLTP N 187	Jakarta	-	-	2002-2005
SDN 012	Jakarta	-	-	1996-2002

LANGUAGE

Language	Grade
Indonesia	Full, native reading, speaking and writing abilities
English	Fluent, good reading writing abilities, passive speaking

COMPUTER SKILL

Process	Software	Ability
Office	Ms. Word, Ms. Excel, Ms. Power Point, MS. Visio.	Advance

TRAINING EXPERIENCES

Name of Event	Institution	Year
5S/ 5R	IAPMO	2015
Project Management	IAPMO	2015
First Aid Training	Depnaker & Medika Plaza	2014
Ahli K3 Umum	Depnaker (PJK3 Cigma)	2013
Internal Audit ISO 14001:2004 and OHSAS 18001:2007	Arrowhead Consulting	2013
Occupational Health Safety Management System (OHMS or SMK3)	Ethaprima Safety Engineering Consultants	2012
OHSAS 18001:2007	PJK3 FAS	2011
Penanggulangan Kebakaran	Esa Unggul University	2011
ISO 3100:2009 Risk Management	Esa unggul University	2001