



# NIKA PURWATI

## ABOUT ME

I am dedicated fast learner, smart worker and reliable employee, committed to offering my best professional and management. Having some experiences in oil and gas, construction, manufacturing, EPCI and hospitality.

## PERSONAL DETAIL

Name	: Nika Purwati
Place, Date of Birth	: Grobogan, 16 January 1985
Height /weight	: 153 cm / 58 kg
Religion	: Islam
Marital Status	: Single
Sex	: Female
Nationality	: Indonesia

## EDUCATION

1. English literature and Translation at Open University, Denpasar ( 2018-2020 ) (S1)/ IPK 2.99
2. Diploma of English Language at Putera Batam University, Batam ( 2010-2012 ) (D3) / IPK 3.40
3. Information Technology at LP3I Batam (2007-2008) (D1)
4. MAN Purwodadi ( 2000-2003 )
5. SMPN 3 Purwodadi (1997 -2000)
6. SDN V1 Purwodadi ( 1991-1997)

## CONTACT

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## SKILLS

- ❖ Planning and Management
- ❖ Excellent Multi-tasking
- ❖ Clear communication skill
- ❖ Customer Services skill
- ❖ MS office proficient
- ❖ Administration Skill
- ❖ Clerical knowledge
- ❖ Superior organization skill
- ❖ SAP, ERP, Primavera P6
- ❖ Marketing

## COMPUTER SKILLS

NO	PROGRAMS	LEVEL
1	Ms. Words	Good
2	Ms. Excel	Good
3	Ms. Power Point	Good
4	Computer System Operation & Internet	Good
5	Primavera P6	Good
6	SAP	Good
7	ERP	Good

## LANGUAGES

NO	PROGRAMS	LEVEL
1	Indonesia	<div></div>
2	English ( Speaking, Reading and writing )	<div></div>

## HOBBIES

NO	INTEREST
1	Reading
2	Writing
3	Travelling
4	Cooking
5	Yoga & Meditation

## CERTIFICATES LIST

NO	PROGRAMS
1	Competence Tour Leader at BTP Batam
2	France Language DELF A1 & A2 at Institute Francais Indonesia , Polythecnic Batam
3	Participation as Speaker of Linguistics Seminar, Thesis and Final Task Seminar “ Beautiful World Is Seen From The Eyes of Linguists “ , at PIH Hotel, Batam
4	Computer and Internet Training ( Words, Excel, Acces, PowerPoint ) at Solocom
5	Completion QC Introduction Course at PT Epson, Batam
6	Primavera P6 ( Project Planner ) at Jogja Consultant, Batam
7	Introduction of Project Management in Oil & Gas and offshore Industry at Jogja Consultant, Batam
8	Electrical & Instrumentation in Oil & Gas and offshore Industry at Jogja Consultant, Batam
10	Overview of Building Information Modelling For Structural in Oil & Gas and Offshore Industry at Jogja Consultant, Batam

## ORGANIZATION EXPERIENCES

ORGANIZATION	PLACE	POSITION
Pramuka	Elementary School	Member
BEM ( Youth Organization )	Putera Batam University	Public Relation
LLC ( Lead Linguistic Center )	Putera Batam University	Representative of LLC
KIB ( Class Inspiration Batam )	Batam	Member
SYECTO ( English Conversation Club)	Batam	Member
PSS ( Public Speaking School )	Batam	Member
Polyglot Denpasar	Denpasar, Bali	Member

## WORKING EXPERIENCES

PT MEITECH EKA BINTAN SERVICE FOR PT PERTAMINA HULU MAHAKAM	PROJECT JUMELAI SISI NUBI	PROJECT SECRETARY FOR CLIENT	17 <sup>th</sup> AUGUST 2020- 31 <sup>st</sup> DECEMBER 2021
<ol style="list-style-type: none"> <li>1. Receive and screen telephone calls from Client and Visitor</li> <li>2. Arrange and make sure for Reservation hotel by voucher, accommodation for Client and Visitor.</li> <li>3. Arrange for Quarantine, Rapid Antigen or PCR Swab for Client and visitor to On duty or off duty to Yard</li> <li>4. Update POB List for Client, Visitor, Vendor by daily and circulate to Contractor and PHM that based on Balikpapan.</li> <li>5. Update Rotation Schedule for Client to On duty or Off Duty</li> <li>6. Draft Incoming and Outgoing Correspondence, compose and type letters and action e-mails.</li> <li>7. Making and circulates Medical Assesment, Mission Order, Mission of expenses Sheet for travel to on duty or off duty to CSR, Project Coordinator and Agency.</li> <li>8. Ensuring and Update Teliti Register Report by daily when finding on the sites.</li> <li>9. Preparation PPE, induction, Badge ID to new personnel who coming to yard.</li> <li>10. Prepare the order for all the materials necessary to offices activities ( consumable and stationery )</li> <li>11. Occasionally attend to meetings, taking notes and write reports.</li> <li>12. Organize Archives and file correspondence and documentation (paper and electronic ).</li> <li>13. Managing Event Organizer example : dinner ,lunch etc</li> <li>14. Making Schedule driver per month and Managing driver for accommodation .</li> <li>15. Ensuring the equipment like AC, lamp, table, chair are good properly.</li> <li>16. Process Project, travel, expenses if required.</li> </ol>			

PT TJS-TOA-KSO	CULTURAL HALL MANGU MANDALA, BADUNG-BALI	QC/QA DOCUMENT CONTROLLER	19 <sup>th</sup> JULY 2018 - 25 <sup>th</sup> SEPTEMBER 2019
<ol style="list-style-type: none"> <li>1. Making report of Request for Inspection ( RFI) for structure, architectural fabrication</li> <li>2. Ensuring the tracking traceability report of structure, architecture and Mechanical &amp; Electrical completion</li> </ol>			

3. Maintain and managing all QC/QA documents and filling properly
4. Ensuring all documents delivery to Client Representative
5. Assist to translate document from Indonesia to English
6. Ensuring and assist Inspector for prepare drawing and joint inspection to report of RFI
7. Organizing and controlling for transmittal, report and documents.
8. Making summary report of inspection and submit to QC manager
9. Making register drawing and distribute to inspector
10. Ensuring procedures during process of fabrication

TRUE LOVE YOGA ART UNITY	VILLA AND YOGA CENTER, UMALAS, BALI	RECEPTIONIST CUM ASSISTANT MANAGER	18 <sup>th</sup> OCTOBER 2017- 10 <sup>th</sup> APRIL 2018
<ol style="list-style-type: none"> <li>1. Greeting and making sure for guest who come to yoga center</li> <li>2. Promoting and explaining about lesson, program and package of yoga holistic</li> <li>3. Making sure reservation guest for check in and check out from villa</li> <li>4. Handling media social to promote for rent villa, lesson, package and special price</li> <li>5. Budget Management for payroll and report salary of staff to CEO and manager</li> <li>6. Managing, Organizing, handling all facility at villa and yoga center</li> <li>7. Making and taking content or video about lesson activities when class is on</li> <li>8. Making financial report of daily , weekly and monthly ( income and expenses)</li> <li>9. Maintains housekeeping staff job and ensure the place keeping clean and comfortable</li> <li>10. Managing event organizer at Yoga Center</li> <li>11. Ensuring and organizing driver for guest reservation</li> <li>12. Making sure for SPA reservation</li> <li>13. Making summary report of financial, facility, and stuff</li> <li>14. Maintain and Organizing all stuff at villa and yoga center</li> </ol>			

<b>WAKA HOTEL &amp; RESORT</b>	<b>DENPASAR, BALI</b>	<b>RESERVATION AGENT</b>	<b>31<sup>st</sup> JULY 2017 – 30<sup>th</sup> SEPTEMBER 2017</b>
<ol style="list-style-type: none"> <li>1. Promoting and explaining guest for package tour of Waka Sailing</li> <li>2. Ensuring input data of booking or reservation from travel agent</li> <li>3. Managing, organizing driver and make sure the driver picking up guest at hotel</li> <li>4. Making sure and reminding guest for their tour schedule for 1 day before</li> <li>5. Cooperating with sales agents and tour agency to make sure their reservation and cancellation</li> </ol>			

<b>PT SMOE INDONESIA</b>	<b>YAMAL LNG, BATAM</b>	<b>QC DOCUMENT CONTROLLER</b>	<b>29<sup>th</sup> FEBRUARY 2016 - 31<sup>th</sup> JANUARY 2017</b>
<ol style="list-style-type: none"> <li>1. Making a report of WTR ( Welding Traceability ) for structure fabrication</li> <li>2. Making daily report of RFI (Request For Inspection) for visual and NDT</li> <li>3. Ensuring all documents delivery to Client Representative</li> <li>4. Ensuring and making summary report from all RFI that has been delivery to Client Representative</li> <li>5. Cooperating with QC team and inspector in making report of RFI</li> <li>6. Assist to inspector to preparation drawing and report if have any revise of drawing</li> <li>7. Maintain, handling , organizing of transmittal, documents every project.</li> <li>8. Maintain and managing all QC/QA documents and filling properly</li> <li>9. Making summary report all documents to QC Manager</li> </ol>			

<b>PT LGT INDONESIA</b>	<b>GHANA P1427,BATAM AT PT VME BATAM</b>	<b>QC DOCUMENT CONTROLLER</b>	<b>27<sup>th</sup> OCTOBER 2015 – 16<sup>th</sup> FEBRUARY 2016</b>
<ol style="list-style-type: none"> <li>1. Create WTR ( Welding Traceability)</li> <li>2.Create RFI Fit Up, Visual and NDT</li> <li>3.Making report Summary</li> <li>4.Making daily activity</li> <li>5.Making report Cutting Marking.</li> </ol>			

<b>PT SIEMENS BATAM</b>	<b>YAMAL LNG, BATAM</b>	<b>QC DOCUMENT CONTROLLER</b>	<b>25<sup>th</sup> MARCH 2015 - 24<sup>th</sup> AUGUST 2015</b>
<ol style="list-style-type: none"> <li>1. Handling and organizing Request For Inspection including Fit up, Visual and NDT</li> <li>2. Making input data of fit up, visual and NDT into Welding Traceability (WTR)</li> <li>3. Controlling Request For Inspection Report from subcontractor</li> <li>4. Ensuring and compare of Welding Traceability and Request for Inspection to get balance result</li> <li>5. Making report for release of blasting</li> <li>6. Organizing and Full Up Material Request to Subcontractor</li> <li>7. Making daily report of Fit Up, Visual and NDT</li> <li>10. Cooperate with supervisor, foremen, QC inspector to create daily report</li> </ol>			

<b>PT KIM SEAH SHIPYARD INDONESIA</b>	<b>H254,H260,H280,H281,H282 BATAM</b>	<b>ADMIN PROJECT PURCHASING</b>	<b>06<sup>th</sup> JANUARY 2015 – 24<sup>th</sup> MARCH 2015</b>
<ol style="list-style-type: none"> <li>1. Create Purchase requirement of request from Engineer</li> <li>2. Implementing and updating report of purchase order to SAP System</li> <li>3. Updating of demand and full up for shipping material</li> <li>4. Maintain and Organizing all documents that needed</li> <li>5. Making Plan order ( PO) of request from engineer</li> <li>6. Ensuring all documents that will delivery to Client Representative</li> </ol>			

<b>PT SAN CALM SUKSES INDONESIA</b>	<b>PETROBAS MV 27 BATAM</b>	<b>ADMIN PROJECT</b>	<b>11<sup>th</sup> JULY 2014 - 10<sup>th</sup> NOVEMBER 2014</b>
<ol style="list-style-type: none"> <li>1. Handling and organizing time sheet to all employee</li> <li>2. Making report and form for process production on site</li> <li>3. Making daily activity of production to main contractor</li> <li>4. Making financial report to process payment</li> <li>5. Organizing and handling of safety induction for new employee</li> </ol>			

6. Making register / list of Personal Protective Equipment ( PPE)
7. Maintain and Updating tracking of material, consumable, and welding electrodes from warehouse
8. Making report for total hours , man hours and submitted to Manager
9. Ensuring procedures for process production on site
10. Cooperate with supervisor, foremen, QC inspector to create daily report

<b>PT ABSOLUT CONTROLLINDO INTERNATIONAL (ACI)</b>	<b>TAN BURRUP YARA, BATAM</b>	<b>PROJECT DOCUMENT CONTROLLER CUM PROJECT SECRETARY</b>	<b>04<sup>th</sup> DECEMBER 2013 - 04<sup>th</sup> JULY 2014</b>
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1. Maintain, organizing and filling documentation properly
2. Handling and updating drawing revision of Electrical & Instrument and submit to team production
3. Making daily report and update tracking of calibration from technician
4. Ensuring and monitoring of construction for installation testing instrument tubing works
5. Making progress daily report of installation and inspection to PMT
6. Prepared of invoice and compare the data to actual working for all construction activities
7. Ensuring and Input daily progress of installation cable tray/ladder, pulling cable, gladding and termination, cable test, JB & lighting installation, transmitter installation, tubing routing ,ADM installation, grounding installation to production system control
8. Making report of daily progress to site manager and production control from main contractor
9. Assist to site manager for monitoring progress Electrical & Instrument
10. Making report for total hours ,man hours and submitted to client representative
11. Making sure to prepare time sheet, attendance for employee
12. Making financial report for salary of employee

<b>PT EPSON BATAM</b>	<b>CSIS &amp; CSIM BATAM</b>	<b>PPIC DEVICE PRODUCTION PLANNER</b>	<b>16<sup>th</sup> NOVEMBER 2012 - 20<sup>th</sup> NOVEMBER 2013</b>
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1. Organizing and giving daily tool box meeting for team production to achieve daily target
2. Reviewing for daily plan and target /output of production



3. Controlling and monitoring for output production every day
4. Making daily report of progress production
5. Monitoring and controlling availability of raw material and updating stock of finish good material
6. Controlling shipment depend of request by customer
7. Making report of revision planning according PSI (Planning, Shipment and Inventory ) from SEP (Singapore )
8. Uploading forecast of production with SAP and ERP systems every month
9. Making of planning production every month and 6 months later
10. Handling and overcome issue of productivities such as trouble machine, sample engineer.
11. Making BOM ( Bill of Material ) from Engineer

<b>PT INFINEON TECHNOLOGY</b>	<b>DEVICE IC BATAM</b>	<b>OPERATOR PRODUCTION CUM DATA ENTRY</b>	<b>06<sup>th</sup> JULY 2009 - 31<sup>st</sup> DECEMBER 2012</b>
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1. Inputting data of process production
2. Updating and input achieve target into computer system
3. Aware and keeping areas according 5S
4. Keeping records of outputs and compare with schedule of production

<b>PT PANASONIC BATAM</b>	<b>0,85 &amp; 2,5 IC BATAM</b>	<b>OPERATOR PRODUCTION CUM DATA ENTRY</b>	<b>18<sup>th</sup> OCTOBER 2005 - 17<sup>th</sup> OCTOBER 2008</b>
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1. Inputting of target from process production
2. Updating and maintain of record files and check sheet in computer system
3. Assist to leader production to input target by daily
4. Aware and keeping areas according 5 S

## REFERENCES

NAME	POSITION
1. RUSLAN SALIKHOV	QC/QA PROJECT MANAGER AT YAMAL PROJECT
2. HOMER BANADOS	PROJECT MANAGER AT PT NIPPON STEEL BATAM
3. BENNY OCTAVIAN	QC MANAGER AT PT TJS-TOA-KSO
4. ISKANDAR AMIR	COMPANY SITE REPRESENTATIVE PT PERTAMINA HULU MAHAKAM