

CURRICULUM VITAE

Personal Data

Name : Rizkha Ulfa
Address : Kp. Kamurang Ds. Pasir Sari
RT/RW 004/002
Kec. Cikarang Selatan
Place Date of Birth : Jakarta, 05 Oktober 1995
Religion : Islam
Gender : Female
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Education

1. 2001 – 2007 : SDN Pasir Sari 05, Cikarang
2. 2007 – 2010 : SMP Al-Muhajirin, Purwakarta
3. 2010 – 2013 : SMK Islam Al-Amin (Adm. Perkantoran),
Cikarang
4. 2013 – 2017 : STIE Pelita Bangsa (Manajemen S1) GPA 3.40,
Cikarang

Informal Education

1. 2014 : *Seminar of Service Excellent*, PT Armindo Jaya
Mandiri, Cikarang
2. 2014 : *Training of System ISO 9001 : 2008; BS OHSAS
18001:2007 Interpretation and Risk Management*,
PT. Armindo Jaya Mandiri, Cikarang
3. 2015 : *Seminar of Strategy To Overcome Business
Challenges And Opportunities In Asian Economic
Communities (EAC)*, STIE Pelita Bangsa, Cikarang
4. 2017 : *Certificate of Expertise Broker Dealer
Representative for Limited Marketing*, The Indonesia
Capital Market Institute
5. 2017 : *Certificate of Uji Kompetensi Bahasa Inggris, Meta
English*, Cikarang
6. 2017 : *Certificate of Uji Kompetensi Komputer*, STIE Pelita
Bangsa, Cikarang
7. 2017 : *Certificate of Uji Kompetensi Akuntansi Excel*, STIE
Pelita Bangsa, Cikarang
8. 2017 : *Certificate of Uji Kompetensi Brevet A & B*, STIE
Pelita Bangsa, Cikarang

Skill

- Microsoft Office (Word, Excel, Outlook & Power Point)
- Accounting Program Accurate
- Internet access, CIVD

Work Experiences

Juni 2013 – December 2016 (QA/QC Document Control Project)

PT. Armindo Jaya Mandiri, Cikarang – Bekasi, Indonesia

(Engineering & Fabrication)

- Pig Launcher & Receiver 12x8 #300, PT. Petroflex Prima Daya & PT. Kalila (Bentu) Limited (June 2013)
- Gas Separator Vessel #600 PLTG Senipah, PT. KPM Oil & Gas, Kalimantan Timur (March 2013)
- Custody Gas Metering Skid #150, PT. Control Systems Arena Para Nusa & VICO CBM, Bontang East Kalimantan (September 2013)
- H₂S Stripper vessel #300, PT. Gatramas Internusa (September 2013)
- Air Receiver Tank 20 m³, PT. Global Haditech & PT. Pupuk Kujang Cikampek (October 2013)
- Natural Gas Metering Skid 4 x 16 m #600, PT. Control System Arena Para Nusa, PT. IKPT & PT. Pupuk Kalimantan Timur (December 2013)
- Gas Filter Housing – A, PT. Perusahaan Gas Negara Palembang (March 2014)
- Air Receiver Tank, CNOOC. Ltd (April 2014)
- Gas Filter Housing – B, PT. Perusahaan Gas Negara Palembang (May 2014)
- Pondok Makmur Development Project, PT. Raga Perkasa Ekaguna & PT. Pertamina EP Bekasi, Babelan (July 2014)
- Fuel Gas Package, PT. Sele Raya Merangin Dua Palembang (Augustus 2014)
- Filter Separator A & B, PT. Profluid, PT. PGN Solution & PT. Kalimantan Jawa Gas Semarang (December 2014)
- Pig Launcher & Pig Receiver 16 X 12 Inch, PT. Menara Gading Putih & PT. Pertamina Gas Indramayu (January 2015)
- JCF Direct Heater Mock – Up Project, PT. JGC Indonesia Karawang (July 2015)

- Metering ETI M-004 #2500, PT. Control Systems Arena Para Nusa & PT. PLN (Persero) Lombok (August 2015)
- Ultrasonic Meter Tube, PT. Control Systems Arena Para Nusa & Star Energy (Kakap) Ltd (September 2015)
- Gas Scrubber 12” SPBG OL Station Depok Cap 0.5 mmscfd SPBG Margonda, PT. Eltran Indonesia & PT. Pertamina (Persero) (October 2015)
- Pig Launcher & Pig Receiver 8 X 6 Inch Asset 5 – Field Sangasanga – PT. Putra Ramli & PT. Pertamina EP (October 2015)
- Side Stream Filter S6451.01A/B/C/D, PT. Envitech Perkasa, IKPT & Synthetic Rubber Indonesia (December 2015)
- Fuel Gas Conditioning Unit (FGCU) Kaji Compressor Plant, PT. Medco E&P Indonesia (January 2016)
- Pig Launcher & Receiver Oleo chemical Plant, PT. SMART & PT. Energi Sejahtera Mas (February 2016)

Responsible:

- Make and Document Controller

December 2016 – Present (Sales Administration & Team Proposal)

PT. Armindo Jaya Mandiri, Cikarang – Bekasi, Indonesia

(Engineering & Fabrication)

Responsible:

- Process all Administration transactions from receiving PO (Purchase Order) until product delivery and invoicing;
- Support to make Sales transactions report and other administrative report.
- Control document related to the Sales transactions and any other administrative document,
- Control all filling documents related Sales Administration transaction and sales activity.
- Completing the administration of the project tender documents

Best Regard’s,

Rizkha Ulfa