

GALUH KARTIKA



LABORATORY ANALYST-QA/QC ENGINEER-R&D-DOCUMENT CONTROL

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Bogor, Jawa Barat

Chemical Engineering fresh graduate with expertise in laboratory analysis, document control, and research support. Capable of managing people workflows, coordinating teams, and driving process improvements to achieve more efficient and lean operations. A professional with experience in managing projects, eager to continuously develop expertise while contributing to innovation and industry growth.

WORK EXPERIENCES

PT Arah Sinergi Osantara – Bogor, Indonesia

May 2025 – March 2026

Talent Acquisition

- Conducted candidate sourcing, talent mapping, and performed initial screening and candidate data evaluation
- Managed end-to-end recruitment processes, including CV screening, interview coordination, and new hire onboarding
- Handled recruitment administration, including employment contract preparation and signing
- Maintained active communication with candidates, updated the databases and talent pools
- Supported employer branding initiatives through job portals and social media platforms

Account Officer

- Managed 28 TikTok agency partners in affiliation with the company
- Conducted regular updates, led meetings, and reported monthly revenue to the agency owner
- Assisted in invoice calculation for monthly transaction
- Handled inquiries from sub-agencies regarding operational issues
- Managed 80+ creators to ensure they conduct live sessions in accordance with community guidelines

PT Merck Tbk. – Jakarta, Indonesia

January 2024 – December 2024

Quality Control Analyst

- Conducted Spectrophotometer UV-Vis, IR, AAS, FTIR, HPLC instruments, etc on drug raw materials according to SOPs, GMP standards, and regulatory guidelines, delivering accurate and audit-ready results
- Maintained and calibrated QC laboratory equipment, safeguarding testing precision, and operational efficiency
- Performed trials and validation of new methods described in the latest edition of Indonesian Pharmacopoeia
- Conducted pre-validation research and alignment to succeeded timely project completion in accordance with GLP standards, CPOB, and OHS environment
- Collaborated with cross-functional teams to troubleshoot deviations and ensure adherence to quality standards

PT Sigma Fazza Sintesa – Bogor, Indonesia

July 2023 – December 2023

Analytical Development Coordinator

- Led and coordinated analyst activities to surpass project targets while optimizing resources and maintaining high-quality standards
- Performed root cause analysis using Ishikawa Method to prepare CAPA report, and succeeded solving >3 problems during the project
- Performed document control and coordinate periodic review, revision, and renewal of procedures, processes, and records
- Managed and maintained document control systems, ensuring accurate, and organized document storage
- Managed reports, summary projects, and trial analysis data calculation using Microsoft Excel

PT Sentral Multirasa Utama – Bogor, Indonesia

July 2023 – December 2023

Quality Control Staff

- Performed conventional analysis, preparing preliminary analysis reagents, and verification of glassware
- Ensured manufacturing, testing, distribution of product compliance according to ISO 22000, HACCP, GMP, and Halal regulations
- Maintained detailed records and preparation of quality control activities reports
- Managed and resolved customer complaints and internal audits, to achieving zero major audit findings
- Participated in continuous improvement initiatives to enhance quality standards and efficiency
- Assisted in the development and improvement of quality control processes and procedures

Laboratory Analyst | Internship

- Performed microbiological analysis on food and non-food samples to detect and quantify bacterial contamination, including TPC, *Coliform*, *Pseudomonas aeruginosa*, and *E. coli*
- Conducted routine sterilization of equipment and media using an autoclave
- Prepared and formulated reagents to support analyses
- Operated incubators, oven, and pH meters under GLP, ensuring accuracy and reliability of results.

EDUCATION LEVEL

Universitas Jayabaya – Chemical Engineering**March 2022 – April 2026**

Bachelor of Engineering (B.E) with a strong foundation in process engineering, mass and energy balance calculation, and reaction engineering, supported by hands-on problem-solving and research skills.

- Successfully earned 3.87/4.00 GPA as a chemical engineering student whilst working
- Receiving a scholarship for a month in the first & third semester as an outstanding student
- Publication:
 - “Pengolahan Limbah Cair Industri Farmasi dengan Bioadsorben Biji Alpukat”.
 - “Analisis Densitas Bahan Baku Teh Hitam Ortodoks di PT Perkebunan Nusantara 8 Kebun Ciater”
 - “Pra Rancangan Pabrik N-Butanol Dari N-Butil Butirat Dengan Proses Hidrogenasi Kapasitas 37.400 Ton Per Tahun”

SMK-SMAK Bogor**July 2017 – June 2021**

High School Diploma in Chemical Analysis. Passed with a final score of 87.82/100.00

- A final seminar project leader for the Integrated Chemistry Practicum
- Top 10 students in class for 5 semesters
- Publication: “Analisis Mutu Mikrobiologi dalam Tepung Terigu”

SKILLS AND ACHIEVMENTS

Soft Skills: Critical thinking, analytical problem-solving, collaborative teamwork, communication skills, event coordination, people management and leadership

Hard Skills: Skilled in engineering and chemical laboratory analysis (conventional, instrumental, and microbiological) techniques; proficient in Microsoft Office; strong knowledge of QHSE, ISO 17025:2017, HACCP, and Halal regulations.

Proficiency:

- Chemical Analyst competency certificate as the “Laboratory Technician” – LSP P1 SMAKBo
- Level III International Chemical Analyst certificate – VAPRO/BEPRO
- Intermediate English communication – TOEIC
- Level 1 Programme Well Control Awareness – IWCF