

# SAMUEL ARSWANDO GINTING

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## PROFESSIONAL SUMMARY

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Results-driven professional with experience in Corporate Administration and Project Management, with a proven background as a Corporate Administrator, Project Manager, and Site Manager. Experienced in managing corporate administration, operational activities, project planning and execution, document and legal administration, data filing, and coordination with users, vendors, and stakeholders to ensure smooth internal operations and external coordination. Experienced in coordinating various commercial property, renovation, reinstatement, facility maintenance, and infrastructure projects, including fiber optic, CCTV, and VMS installations. Strong capabilities in Project Management, Corporate Administration, Site Management, Document & Legal Administration, Stakeholder Coordination, Time Scheduling, Budgeting and RAB Preparation, Problem Solving, Leadership, and Public Speaking. Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Google Sheets. Known for being detail-oriented, responsible, communicative, adaptable, and capable of working effectively both independently and as part of a team, including in fast-paced and high-pressure environments.

## PROFESSIONAL EXPERIENCE

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### Corporate Administrator

#### PT Raja Dwiguna Semesta | February – August 2026

- Managed corporate administration and daily operational activities, ensuring smooth and efficient internal administrative processes.
- Managed corporate and legal documents, including structured filing, record-keeping, and maintenance of company databases.
- Created and maintained administrative records and databases using Google Sheets to support efficient data management and reporting.
- Conducted site surveys to assess work requirements and prepare quotations for Users and Purchase Orders (POs) for Vendors.
- Coordinated with Users and Vendors regarding work requirements, quotations, schedules, and project execution.
- Facilitated stakeholder coordination to ensure effective communication and smooth collaboration between internal and external parties.

### Site Manager

#### PT Raja Dwiguna Semesta | May 2024 – February 2026

- Conducted site surveys and identified work requirements as the basis for project planning and execution.
- Prepared project schedules, RAB (Budget Estimates), and work requirements to support effective project planning and cost control.
- Monitored and evaluated project progress, identified potential issues that could affect project completion, and implemented appropriate solutions and corrective actions.
- Coordinated and controlled the execution of approximately 5 projects involving commercial property, renovation, reinstatement, and facility maintenance across various locations, including Plaza Indonesia, Grand Hyatt Jakarta, Grand Galaxy Park, and The Plaza.
- Managed projects with contract values ranging from approximately IDR 5 million to IDR 100 million.

### Project Manager

#### PT Dewata Gading Perkasa | July 2023 – May 2024

- Managed and coordinated projects throughout the entire project lifecycle, including planning, preparation, execution, monitoring, completion, budgeting, scheduling, and resource allocation for materials, manpower, and equipment.
- Identified technical and operational issues during project execution and implemented appropriate solutions and corrective actions to ensure smooth project delivery.
- Managed and supervised multiple infrastructure installation projects involving fiber optic cables, CCTV, VMS power systems, and reinstatement works.
- Managed projects across Binjai–Stabat Toll Road, Pekanbaru–Bangkinang Toll Road, Bengkulu–Taba Penanjung Toll Road, and Juanda 22i Medan Reinstatement Project.
- Managed projects with contract values ranging from approximately IDR 900 million to IDR 2 billion.

### Site Manager

#### PT Dewata Gading Perkasa | January 2021 – July 2023

- Coordinated and controlled the installation of fiber optic cables, CCTV power cables, and VMS power cables for toll road infrastructure projects.
- Coordinated with Owners, internal teams, Vendors, and external stakeholders to ensure effective project execution and timely completion of works.
- Supervised field operations and ensured all work was completed according to the approved work plans, project schedules, and required standards.
- Managed project execution across Sigli–Banda Aceh Toll Road, Binjai–Stabat Toll Road, Pekanbaru–Dumai Toll Road, Pekanbaru–Bangkinang Toll Road, and Bengkulu–Taba Penanjung Toll Road.
- Managed projects with contract values ranging from approximately IDR 900 million to IDR 2 billion.

## Site Supervisor

### PT Dewata Gading Perkasa | July 2020 – January 2021

- Supervised the installation of fiber optic cables, CCTV power cables, and VMS power cables for toll road infrastructure projects.
- Monitored project progress, work quality, material utilization, and site conditions on a regular basis.
- Coordinated with the Site Manager, Project Manager, workforce, Vendors, and relevant stakeholders to support the completion of field activities.
- Identified technical and operational issues on-site and assisted in implementing solutions and corrective actions to maintain smooth project execution.
- Supported the implementation of Occupational Health and Safety (OHS/K3) standards throughout field operations.
- Assisted in preparing documentation and progress reports covering work progress, site conditions, and project completion for management review.
- Participated in projects on the Sigli–Banda Aceh Toll Road and Binjai–Stabat Toll Road, including projects with contract values of approximately IDR 1.5 billion.

## EDUCATION

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- **Universitas Terbuka** | Bachelor of Law, 2023 – Present
- **SMA Negeri 1 Binjai** | Natural Sciences , 2012 – 2015

## PROFESSIONAL SKILLS

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- **Project Management:** Project Management, Site Management, Site Surveys, Time Scheduling, Budget Estimation (RAB), Field Coordination, and Problem Solving.
- **Administration:** Corporate Administration, Document Management, Legal Documentation, Procurement Administration, Data Filing, and Stakeholder Coordination.
- **Communication & Leadership:** Public Speaking, Leadership, Teamwork, External Relations, and Ability to Work Effectively Under Pressure.
- **Software:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Google Sheets.
- **Languages:** Indonesian – Fluent; English – Working Proficiency.
- **Health & Safety:** Occupational Health and Safety (OHS/K3).

## CERTIFICATIONS & TRAINING

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- **Excel Data Analysis** — Microsoft & Jobstreet | August 2025
- **Project Management** — Pintarnya Siap Kerja | February 2025
- **Google Sheets for Data Analysis** — Pintarnya Siap Kerja | February 2025
- **Professional Administration Program** — Pintarnya Siap Kerja | February 2025
- **Occupational Health and Safety (OHS/K3) Supervisor Training** — SafeX | August 2022
- **Managing Social Education Projects for Project Managers** — Cakap | January 2022
- **Computer and Information Technology** — LKP Aula Com | July 2016

## PROJECT

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- **Mothercare Renovation – Grand Indonesia** | August 2026 | Corporate Administrator
- **Level 38 Corridor Reinstatement – Pacific Century Place** | August 2026 | Corporate Administrator
- **Dore by Hiru Reinstatement – The Breeze** | August 2026 | Corporate Administrator
- **Children’s Playground Repair – Keraton Residence at The Plaza** | June – August 2026 | Corporate Administrator
- **Pancake.co by Dore Reinstatement – Plaza Senayan** | May – June 2026 | Corporate Administrator
- **Level 17 Reinstatement – Pacific Century Place** | January – March 2026 | Corporate Administrator
- **RFD Project – Plaza Indonesia** | January – August 2026 | Site Manager / Corporate Administrator
- **Pierre Hermé Kitchen Renovation – Grand Hyatt Jakarta** | January – February 2026 | Site Manager
- **Office & Warehouse Renovation – PT Karya Tuban Cemerlang, Palimanan** | November 2024 – January 2025 | Site Manager
- **SQA Project – Plaza Indonesia** | May 2024 – July 2026 | Site Manager
- **PT Itochu Indonesia Office Reinstatement – The Plaza** | August – October 2024 | Site Manager
- **House Reinstatement – Villa Polonia Indah Residence, Medan** | October – December 2023 | Project Manager
- **Fiber Optic & CCTV Power Cable Installation Bengkulu–Taba Penanjung Toll Road** | February – December 2023 | Site Manager / Project Manager
- **Fiber Optic & CCTV Power Cable Installation Pekanbaru–Bangkinang Toll Road** | January – December 2023 | Site Manager / Project Manager
- **VMS Cable Installation Pekanbaru–Dumai Toll Road** | July – August 2022 | Site Manager
- **Fiber Optic, CCTV Power & VMS Power Cable Installation Binjai–Stabat Toll Road** | December 2021 – December 2023 | Site Manager / Project Manager
- **CCTV Power & VMS Cable Installation Sigli–Banda Aceh Toll Road** | July 2020 – November 2023 | Site Supervisor / Site Manager / Project Manager