



DANU RAHMAN

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Experienced Branch Manager-Compliance-Auditor

I am highly motivated and professional in every role, with experience working and providing high-level support to every division. Proficient in managing work, organizing work effectively and efficiently, handling documents and data, and communicating with internal and external stakeholders. I possess excellent communication and interpersonal skills, with the ability to work independently and as part of a team.

Work Experience

PT. Petra Sejahtera Abadi – South Tangerang

Compliance, February - April 2026

- Ensure all departments follow SOPs, work instructions, and company policies.
- Monitor weekly KPI implementation in all departments.
- Prepare PICA reports for PPIC, Purchasing, Logistics, GA, Recruitment, Raw Material, Marketing, and Utility divisions.
- Verify spare part receiving data and conduct physical audits.
- Check spare part usage and consumption data accuracy.
- Ensure Utility and Machine teams follow inspection schedules.
- Review Preventive Maintenance (PM) schedules and monitor PM activities.
- Conduct inspections together with Utility and Machine teams.

PT. Dos Ni Roha – Jakarta, Indonesia

Compliance, January 2015 – June 2025

- Ensure company compliance with SOPs and internal policies.
- Conduct compliance and SOP training for employees.
- Prepare and distribute SOP documents.
- Monitor implementation of Occupational Health & Safety (K3/OHS).
- Analyze KPI achievements including sales, strike rate, coverage, collection, and logistics.
- Provide solutions to improve branch performance and quality objectives.
- Conduct SOP audits and monitor warehouse and logistics performance.
- Review Profit & Loss (P&L) reports.

PT. Dos Ni Roha – Aceh Branch

Branch Manager, October 2019 – December 2020

- Supervise branch operations and employee performance.
- Lead marketing activities to achieve sales targets.
- Improve branch operational efficiency and performance.
- Visit hospitals, clinics, pharmacies, wholesalers, retail stores, and supermarkets.
- Monitor KPI achievements including Sales, Coverage, Collection, Logistics, and expenses.
- Maintain good relationships with customers, vendors, and local government.

PT. Dos Ni Roha

RTS (Route Territory Supervisor) June 2022 – February 2023

- Supervise implementation of Master Call Plan (MCP).
- Ensure marketing visit targets are achieved.
- Monitor SOP compliance of marketing teams.
- Evaluate route effectiveness and efficiency.
- Prepare planned versus actual reports.

PT. Sinarmas Distribusi Nusantara – Jakarta, Indonesia

Branch Control Officer, August 2009 – 2014

- Monitor sales limits, branch data, and invoice collection.
- Input and control promotional program data.
- Prepare sales reports (daily, monthly, yearly).
- Control Accounts Receivable (AR) and Credit Notes.
- Process credit limit and overdue requests.

Sales Administration, December 2003 – 2008

- Handle sales administration and order processing.
- Input customer orders into invoices.
- Prepare daily invoice reports.
- Monitor stock levels and coordinate with Logistics.

EDUCATION

STMIK Jakarta, 1999 – 2003

Diploma (D3) in Informatics Management

GPA: 2.75

SKILLS

- Leadership
- Compliance & Audit
- ISO 9001:2015
- CDOB & CDAKB
- Microsoft Office (Excel, Word, PowerPoint)
- SAP, IBA, Syslog, Accurate
- Communication Skills
- Problem Solving
- Business Process & Policy
- Presentation Skills