



WILDAN ALVIN SALIS

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PROFESSIONAL SUMMARY

Industrial Engineering graduate with hands-on experience in Organization Development, Operational Administration, Lean Manufacturing, and HSE support. Experienced in developing and standardizing Standard Operating Procedures (SOP), Work Instructions, Job Descriptions, Career Paths, Competency Dictionaries, and RACI Matrix to support organizational effectiveness and business process improvement. Skilled in business process analysis, documentation management, workflow mapping, and cross-functional coordination. Proficient in Microsoft Office, Microsoft Visio, Draw.io, and data processing tools to support operational, administrative, and analytical activities. Strong analytical thinking, attention to detail, communication, and problem-solving abilities with adaptability in dynamic work environments.

EDUCATION

Universitas Indraprasta PGRI

September 2021 – September 2025

Bachelor's Degree in Industrial Engineering

Jagakarsa, South Jakarta

GPA. 3.63 / 4.00

Relevant Coursework: Human Capital Management, Supply Chain Management, Quality Control, Warehouse Management, Production Systems

Online Course: Data Analyst Program – RevoU

PROFESSIONAL EXPERIENCE

PT. Segara Artha Investama (ATT Group)

Oktober 2025 – April 2026

People Organization Development Intern

- Developed and standardized Standard Operating Procedures (SOP) and Work Instructions (WI) based on business processes and company policies.
- Conducted job analysis through interviews and workflow analysis to support Job Description development.
- Created and mapped RACI Matrix to clarify roles and responsibilities across departments.
- Assisted in Career Path development and organizational structure visualization using Microsoft Visio.
- Developed Competency Dictionary (Core, Managerial, and Technical Competencies).
- Created business process flowcharts and BPMN using Draw.io.

Universitas Indraprasta PGRI

March 2023 – July 2025

Industrial Engineering Laboratory Assistant

- Assisted lecturers in preparing Industrial Engineering laboratory materials and practical sessions.
- Supported laboratory activities for courses such as Technical Drawing, Ergonomics, Facility Layout Design, and Production Systems.
- Managed student practical score input and documentation.
- Assisted in maintaining laboratory administration and operational support.

PT. Niterra Mobility Indonesia

August 2024 – September 2024

HSE Intern

- Assisted in identifying workplace hazards and operational risks within production areas.
- Monitored the implementation of Occupational Health & Safety (K3/HSE) procedures.
- Supported HSE documentation management and administrative filing.
- Participated in warehouse stock opname activities for employee operational equipment such as masks, ear plugs, safety glasses, gloves, and safety shoes.
- Assisted in monitoring inventory movement and stock availability for incoming and outgoing warehouse items.

Lean Manufacturing Specialist Mentee – Independent Study Program

- Applied Lean Manufacturing principles to improve production efficiency.
- Created and analyzed Value Stream Mapping (VSM) to identify operational waste.
- Analyzed production system flow from customer orders to product distribution.
- Learned Built-in Quality implementation and Key Performance Indicators (KPI) within manufacturing operations.

VOLUNTEER EXPERIENCE**Rumah Aspirasi Putra Nababan**

2022 – 2024

Volunteer

- Assisted the public in scholarship registration and selection processes.
- Communicated scholarship program information clearly and effectively.
- Collaborated with team members to ensure smooth administrative and public service activities.

TRAINING & CERTIFICATION**BBPVP Bekasi (Vocational Training Center)**

July 2025 – August 2025

Industrial Instrument & Relay Sequence Controller Training

- Applied Occupational Health & Safety (K3) principles in industrial practice.
- Identified and utilized electrical and electronic components.
- Operated measurement instruments such as Multimeter and Oscilloscope.
- Installed and configured basic relay sequence controller systems.

ADDITIONAL & SKILLS**Language** : Indonesia (Native), English (Intermediate).**Hard Skills** : AutoCAD, Draw.io / Diagrams.net, Microsoft Office (Word, Excel, Power Point), Microsoft Visio, Pascal (basic programming logic).**Soft Skills** : Adaptability, Analytical Thinking, Attention to Detail, Communication Skills, Organizational Skills, Problem Solving, Public Speaking, Teamwork & Collaboration, Time Management.