



CURRICULUM VITAE (CV) FORM

DOCUMENT CONTROLLER

1. **Name of Expert** : Safa Audy Susanto
2. **Date of Birth** : Bekasi, 26 Oktober 2003
3. **Citizenship** : INDONESIA
4. **Education** : Diploma III in Information Systems, Universitas Bina Sarana Informatika, 2021 GPA: **3.86 / 4.00**
5. **Other Trainings:**
 - **Certified Programmer (BNSP)** – Badan Nasional Sertifikasi Profesi, 2024
 - **PCAP: Programming Essentials in Python** – Universitas Bina Sarana Informatika, 2022
6. **Languages**

	: Speaking	Reading	Writing
Indonesia	Good	Good	Good
English	Fair	Good	Good
7. **Employment Record :**
 - A. Working at **PT. Tracon Industri**

Period : September 2025 – Present

Position : Document Controller

Project :

 - Replacement of Cell Cooling Tower Ammonia – PT Pupuk Iskandar Muda
 - Jasa Upgrade 3 Set Weight Scale P6 – PT Pupuk Kalimantan Timur
 - Supply of Roofing & Siding – PT Rekayasa Industri
 - Pengadaan Drive Shaft Flex – PT Pupuk Sriwidjaja Palembang
 - Flange SAGS 1st MTO & Flange SAGS 2nd MTO – JO PT Timas Suplindo & PT Rekayasa Industri

Scope of Work :

 - Manage and control project documentation, including technical, administrative, and commercial documents.
 - Perform document registration, distribution, tracking, filing, and revision control in accordance with project procedures.
 - Prepare document submissions and transmittals to internal teams, vendors, and clients.
 - Monitor document review, revision, approval, and return status to ensure proper document follow-up.

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- Coordinate document routing, submission, revision, and follow-up with Project Management, Engineering, Procurement, vendors, and clients.
 - Prepare and maintain the **Master Document Register (MDR)** to ensure document completeness and traceability.
 - Verify document completeness and compliance with project requirements, formats, and client standards.
 - Maintain project document filing systems for effective document retrieval and record keeping.
 - Prepare document status reports and summaries for project monitoring and reporting purposes.
 - Support project administration, including meeting documentation, correspondence, project reporting, and other administrative requirements.
 - Support project billing and payment processes by ensuring the completeness and submission of required supporting documents.
 - Coordinate with relevant project teams and external parties regarding outstanding documents and administrative requirements.
 - Manage documentation for multiple projects simultaneously and ensure timely submission, follow-up, and proper record keeping.

B. Working at PT. Tracon Industri

Period : January 2025 – September 2025

Position : Sales Support Intern

Scope of Work :

- Monitored tender status and proposal progress using Smart GAP.
- Updated tender and proposal information for internal monitoring purposes.
- Assisted in the preparation and compilation of tender submission and completeness documents.
- Supported document routing and signature processes for tender and commercial documents.
- Assisted in preparing petty cash reports and employee reimbursement documentation.
- Supported advance payment (PUM) requests and related administrative documentation.
- Coordinated procurement and supply requests with the Corporate Service team.
- Maintained tender and administrative documents through proper filing and document organization.

C. Working at PT. Tracon Industri

Period : November 2024 – January 2025

Position : Human Capital & Corporate Services – Administrative Support Intern

Scope of Work :

- Supported travel administration, including ticket justification and Surat Perjalanan Dinas (SPD) documentation.
- Scanned, printed, organized, and archived training certificates and HSE-related documents.
- Maintained physical and digital administrative records.
- Prepared internal receipts and supported basic financial recordkeeping.
- Performed data entry of employee Medical Check-Up (MCU) information into the system.
- Prepared recapitulation of tax stamp (materai) usage and maintained supporting records.

D. Working at Kementerian Koordinator Bidang Pembangunan Manusia dan Kebudayaan

Period : July 2023 – October 2023

Position : Archivist Intern

Scope of Work :

- Received, recorded, classified, and archived incoming and outgoing correspondence.
- Managed physical and digital document archives in accordance with institutional procedures.
- Distributed official letters and documents to relevant personnel and units.
- Maintained confidentiality and proper handling of institutional documents.
- Followed up on correspondence requiring further action or response.
- Developed an employee scheduling and document archiving website to support administrative processes.

8. Certification :



(Signature of expert)

Date: 02/09/2026
Day/Month/Year

Full name of authorized representative: *Safa Audy Susanto*