



DANU RAHMAN

Tangerang Selatan, Banten | +62 812-1985-1084 |
danu.rahman@gmail.com

PROFILE

I am a highly motivated and professional person with strong work experience in supporting company operations. I am skilled in managing tasks effectively and efficiently, handling documents and data, and communicating with internal and external stakeholders. I have good communication and interpersonal skills, and I can work independently or as part of a team.

PERSONAL INFORMATION

Name : Danu Rahman
Date of Birth : May 27, 1981
No. Telp / Email : 0812 1985 1084, danu.rahman@gmail.com
Address : Jl. Talas I No. C34, Pondok Cabe Ilir, Pamulang, South Tangerang

WORK EXPERIENCE

PT. Petra Sejahtera Abadi

Compliance Officer (February 2026 – Present)

- Ensure all departments and employees follow SOP, work instructions, and company policies
- Ensure weekly KPI is implemented in all departments
- Create PICA (Problem Identification and Corrective Action) in KPI meetings
- Check spare part receiving data
- Conduct physical audit of spare parts
- Ensure utility and machine teams follow inspection schedules
- Monitor preventive maintenance (PM) schedules
- Ensure PM activities are completed by technicians
- Conduct joint visits with utility and machine team

DNR Corporation – Jakarta

Compliance Officer (January 2015 – June 2025)

- Ensure compliance with SOP and company policies
 - Provide training to employees about compliance policies
 - Prepare and distribute SOP documents
 - Ensure implementation of occupational health and safety (K3)
 - Monitor quality objectives and company audits:
 - SOP audit
 - Logistics stock audit (cycle count)
-

- Sales performance verification
 - Customer return control
 - Cold chain document control
 - CDOB and CDAKB audit
- Conduct joint visits with marketing and delivery teams
 - Handle billing confirmation and customer surveys

PT. Sinarmas Distribusi Nusantara

Branch Control Officer (August 2009 – 2014)

- Monitor Account Receivable (AR) per branch
- Prepare daily and monthly credit note reports
- Input new outlet orders
- Control outlet credit limits and billing
- Input and monitor promotion programs
- Prepare sales reports (daily, monthly, yearly)
- Process credit limit and payment term requests

Sales Administration (December 2003 – 2008)

- Input purchase orders from outlets
- Create sales invoices
- Monitor stock and coordinate with logistics
- Process customer returns
- Input sales order data

EDUCATION

STMIK (School of Informatics and Computer Management), Jakarta
Diploma III – Informatics Management

SKILLS

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