



Muhamad Iqbal Ramadhan

Work permit: Indonesian | **Date of birth:** 14/01/1998 | **Place of birth:** Mojokerto, Indonesia |

Nationality: Indonesian | **Gender:** Male | **Phone number:** (+62) 81249860919 (Mobile) |

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Address: Jl. Perum. Taman Puspa No.7 blok A2, Kweni, Anggaswangi, Sukodono, Sidoarjo Regency, East Java , 61258, Sidoarjo, Indonesia (Home)

● ABOUT ME

An experienced professional in institutional management, currently serving as Institutional Supervisor at PT Kimia Farma Trading & Distribution, with previous experience as Assistant Development Staff at PT Smelting.

Has an educational background in Law but developed an interest and knowledge in the field of building construction and health. Known as an individual who has effective communication skills, leadership, time management, problem solving, and high adaptability and just finished the Training of Prospective Safety and Health Experts General Work of KEMNAKER RI Certification

Understands company policies and is able to make the right decisions under high pressure conditions. Currently looking for vacancies to pursue my career and develop my skill that can shape me to be a professional.

● WORK EXPERIENCE

INSTITUTION SUPERVISOR – PT KIMIA FARMA TRADING & DISTRIBUTION – 01/11/2022 – Current – SIDOARJO, INDONESIA

Business or Sector: Other service activities | **Department:** Institution |

Address: Dusun Sruni, Sruni, Kec. Gedangan, Kabupaten Sidoarjo, Jawa Timur, 61254, Sidoarjo, Indonesia

- Increase monthly sales turnover by improving branch sales tools. For example the company's target for 2025 is set at 100% or Rp60 billion, with the target breakdown per semester being Semester I Rp46 billion and Semester II Rp14 billion. Realization in the first semester reached Rp51 billion, or 85% of the total annual target, which means it exceeded the first semester target by Rp5 billion. However, there is still a gap of Rp9 billion (15%) that needs to be closed in the second semester to achieve the overall annual target. Additional opportunities to close this gap have been identified and mapped in several work units, and are currently awaiting budget approval thru the Financial Budget Amendment (PAK) to be executed immediately. With the support of timely PAK implementation, the company is optimistic that it can meet the 2025 target as set.
- As a form of our commitment to supporting the smooth distribution of healthcare facility needs, our company is approaching the relevant work units both internally and externally. This approach aims to ensure that all needs, including medications, Consumable Medical Supplies (CMS), and medical devices, can be distributed in a timely manner and in accordance with applicable procedures.
- Consistently ensuring billing is carried out in accordance with the agreed-upon Terms of Payment (TOP) with each customer, in order to ensure optimal cash flow and support smooth operations and the sustainability of the working relationship.
- Ensuring that third parties who have already partnered with headquarters can transact at branch offices according to the breakdown established by headquarters.
- Ensuring the distribution of goods and contract agreement letters complies with applicable CDOB regulations.

ASSISTANT STAFF DEVELOPMENT – PT SMELTING GRESIK – 01/10/2020 – 15/06/2021 – GRESIK, INDONESIA

Business or Sector: Manufacturing | **Department:** Maintenance |

Address: Maduran, Jl. Raya Roomo No.224, Kec. Manyar, Kabupaten Gresik, Jawa Timur , 61151, Gresik, Indonesia

- Responsible as coordinator for the Smelter Plant construction project
- Collaborate with team leads to identify any potential delays and implement corrective actions promptly
- Foster a positive working environment to enhance team productivity and communication throughout the project lifecycle.
- Ensure all smelter plant teams are working effectively to ensure progress is met. This includes facilitating communication between teams, addressing any issues that arise promptly, and adjusting schedules as

necessary to maintain momentum. Additionally, regular meetings will be held to review milestones and strategize for upcoming phases of the project.

STAFF OFFICER – PT ARTAWA – 01/06/2020 – 30/11/2020 – GRESIK, INDONESIA

Business or Sector: Manufacturing | **Department:** Maintenance |

Address: Jl. Prof. Dr. Moh. Yamin No.3, Sekarsore, Roomo, Kec. Manyar, Kabupaten Gresik, Jawa Timur, 61151, Gresik, Indonesia

- Assist in developing plans, coordinating activities, and ensuring smooth operations.
- Collect data, conduct analysis, and provide relevant information to commanders or superiors.
- Communicate with external parties and build good relationships with other agencies.

● EDUCATION AND TRAINING

01/08/2016 – 01/03/2020 Jember, Indonesia

BACHELOR DEGREE IN LAW Universitas Jember

Address Jl. Kalimantan Tegalboto No.37, Krajan Timur, Sumbersari, Kec. Sumbersari, Kabupaten Jember, 68121, Jember, Indonesia

Field of study Law | **Final grade** Cum Laude |

Thesis Legal Responsibility of Gemini Variasi For Production of Cars ShockBreaker of Disable Products

16/02/2026 – 03/03/2026 Depok, Indonesia

PROSPECTIVE SAFETY AND HEALTH EXPERTS GENERAL WORK Mutiara Mutu Sertifikasi

- Training of Prospective Safety and Health Experts General Work of KEMNAKER RI Certification ; Law No.1 Year 1970, Basics of K3, K3 Policy, P2K3, SMK3, K3 Norms in the Field of Building Construction, Electrical Installation and Fire Control, K3 Norms in the Field of Occupation Health, Work Environment, Risk Management and Accident Analysis, K3 Norms in the Field of Mechanics, Steam Aircraft and Pressure Vessels
- Permit to Work ; High-risk job concept, Background of permit to work, Principles of permission to work, Application of permit to work, Safe work permit procedure
- Job Safety Analysis (JSA) ; The concept of danger and risk, The process of identifying hazards in a work activity, Background of the importance of using JSA, Stages of JSA preparation, The practice of making JSA from a work activity
- Hazard Identification, Risk Assessment and Control (HIRAC) ; Background of the importance of HIRAC in the company, Aspects and potential dangers, The concept of severity (effect) and frequency in risk, Conducting risk assessment and control carried out, The practice of making HIRAC from a work activity
- Industrial Hygiene ; Permenaker Number 5 of 2018 about the work Environment, Analyse the dangers and risks in the work environment, Analyse the dangers and risks in the work environment, Identification and prevention of ergonomic and psychological hazards for health, Implementation of industrial hygiene program
- Ergonomic Safety ; Basics of K3 ergonomics, Principles of implementing K3 ergonomics, Identify the dangers and risks of ergonomics in the workplace, Hazard control and ergonomic risk in the workplace, Ergonomic work implementation program
- Confined Space Safety ; Basics of K3 in confined space, Dangers and risks that exist in a confined space, Characteristics of hazardous chemicals in a confined space, The program enters a limited space, Personal protective equipment (APD) in confined spaces

Address Jl. H. Sulaiman Ruko Amalia Nomor. 3, Depok, Jawa Barat, 16519, Depok, Indonesia |

Website www.mutiaramutusertifikasi.com | **Field of study** Personal skills and development | **Level in EQF** EQF level 5 |

Thesis Field Work Practises (PKL) Field K3 Expertise Institution and SMK3 Application in PT. Quartindo

Link https://drive.google.com/drive/folders/1-pt1Li22SgAwhJ6qNWJHleKDicFZ6pJ8?usp=drive_link

● LANGUAGE SKILLS

Mother tongue(s): **INDONESIA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **SOCIAL AND POLITICAL ACTIVITIES**

01/01/2017 – 01/01/2018 UNIVERSITAS JEMBER

O-GYMNASTICS' VICE PRESIDENT

- Collaborating with the Chairman in carrying out the organization's tasks, including in decision-making and the implementation of work programs.
- Responsible for coordinating between sections/departments within the organization.
- Assisting the Chairman in preparing and implementing the organization's work programs, ensuring that the programs run according to plan.

01/01/2017 – 01/01/2018 UNIVERSITAS JEMBER

Leader of Event Islam Law Festival

- The event's rundown, activity flow, and other criteria will be developed by the chief executive and the core team.
- Conduct committee meetings on a regular basis to make sure all departments are operating as planned and to give guidance to those in charge of securing the event's required licenses.
- Ensuring effective and planned management of the Islam Law Festival's event budget.

01/01/2017 – 01/01/2018 UNIVERSITAS JEMBER

Staff of Studi Islam Berkala

● **SKILLS**

Bussiness Development | Marketing Analyst | coordinate construction activities | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | implement marketing strategies | plan maintenance activities | Good organizational and team work coordination skills | Team management & Team work | Leadership, Critical thinking and Emotional Intelligence | Communication and interpersonal | manufacturing process | Ergonomic safety | Permit to Work | Job Safety Analysis (JSA) | HIRAC | Industrial Hygiene | Confined Space Safety | CSMS | HSE Plan | Lock Out Tag Out (LOTO)