



Nikita Ribka Kawung, S.Kel, M.Si

Able to work with all levels of the organization. High energy and sense of urgency required in a fast-paced environment. Maturity and reliability. Strong interpersonal skills with verbal and written communication skills, and ability to solve problems.

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Address :

Manado, North Sulawesi

Birth date :

15 of August, 1996

Education

Bachelor Degree 2018

Samratulangi University, Manado
Faculty of Fisheries and Marine Science

Master Degree 2019

University of Bonn, Germany
Environmental Science

Master Degree 2022

Udayana University, Bali
Environmental Science

Skill

- Ms. Office
- Business Plan
- Leadership
- Communication
- Public Relations
- Time Management
- Training and developmental skills
- Decision-making skills

Experience

- Palang Merah Indonesia - North Sulawesi 2012
- Participant of Basketball Competition 2013
- Head of Ikatan Putra Putri Faculty of Fisheries and Marine Science 2015-now
- English Debate Competition of Samratulangi University 2016
- Top Model of Indonesia, North Sulawesi 2019
- Participant of International Mangrove Conservation Study Field 2020
- Participant of CTI CFF Literacy 2020
- Participant of International World Environment Day 2021
- Microplastic analyst in Manado 2022

Work Experience

PT. EPIROC SOUTHERN ASIA
2023 - now

HR Reps, General Affair and Sales Support

JOB DESCRIPTION

1). HR Reps and General Affair

- Develop strategies to increase workforce readiness, retention, and engagement
- MCU monitoring and report
- Travel arrangement ticket and accommodation
- Ensure all documents are organized, up-to-date, and readily accessible
- Man Hour Report (Man days and man hours monthly report)
- Vendor sourcing, E-Purchase execution (routine/ non-routine)
- Permit monitoring (work permit, vehicle, government, etc.)
- Create and monitoring CEA & IA proposal branch & site assets updates
- Daily activity report and evaluate compliance monitoring
- Training requisition and arrangements
- Leadership team develop, communicate, and execute various human resource policies, procedures, laws, standards, and other government regulations / program from HR or Management
- Process Employee Payroll
- Purchasing
- Making RFQ / Bidding (cost, warranty, availability ensure) progress due to the employee needs
- Managing the cost and the progress order of consumable, safety and workshop / general needs

2). Sales and Administration Support

- Monitoring quotation, Purchase Order and Invoice
- Submit and progress the Sales Order from Purchase Order
- Create and submit sales proposal quotation to customer
- Provide data and reporting support, including weekly sales reports, forecast updates, and performance tracking
- Submit and process Purchase Order confirmation
- Monthly report (MTD / YTD)
- Update and communicate with customer due the Purchase Order progress
- Managing the expedite progress

Certification and Training

Leadership Essentials

Dare to be an Inclusive Leader

Sales Force Social

Engineering and Email Security

Hobby

Sport

Travelling

Language

Bahasa Indonesia

English (TOEFL 567)