



PUJI RAHARJO

Kontak Pribadi

085211621435

Jl. Tapas Blok D3/7 RT012/011
Kavling DKI Pondok Kelapa Duren
Sawit Jakarta Timur

pujiraharjo6@gmail.com



Biodata

Tentang Saya

Profesionalisme, Honest, Smart,
Discipline, and Hard Workers.

Softskills

Good Communication

Have Good Idea

Analytical Skills

Hard working

Team Work/Individual Work

Ability

- ✓ Microsoft Office/AUTOCAD/CUBICOST BIM
- ✓ Estimation Cost RAB
- ✓ Negotiation Supplier, Subcon
- ✓ Draft and Review contract or legal document, particularly in relation to procurement, construction, engineering, operation and commercial.
- ✓ Variation Order Review
- ✓ Prepare Document TENDER and Evaluation

Name

PUJI RAHARJO

Date of Birth

28 April 1978

Domicile

Pondok Kelapa Jakarta Timur

Status

Married

Hobby

Read, Automotif, Watch

Height / weight

170 cm / 70 kg

1. PT. APM Armada Autoparts (Manufacture), As : Production Engineering (Mei 2008 – Mei 2010)
2. PT. Jaya Teknik Indonesia (Kontraktor Mechanical Electrical) Project Hotel Santika Harapan Indah Bekasi As : Manager Estimator MEP (Agust 2010 s.d Maret 2012)
3. PT. Pilar Garba Inti, As : Manager Estimator Mechanical Electrical Plumbing (Maret 2012 s.d Maret 2013)
4. PT. Jaya Construction Management, As : Manager Estimator Mechanical Electrical Plumbing (2013 s.d 2014) Project Bintaro Exchange, Rumah Susun Daan Mogot & Muara Baru.
5. Shimizu – Total BP JO, As : Manager Estimator MEP Mechanical Electrical Plumbing (2014 s.d 2016) Project Astra Tower Office
6. Tokyu – WIKA JO, As : Manager Estimator MEP (Des 2016 s.d Des 2019 Project MRT LEBAK BULUS CP01
7. PT. Wijaya Karya Realty As : MANAGER ESTIMATOR MEP (Des 2019 s.d up to this moment))

ORGANISASI :

- ✓ HIMPUNAN MAHASISWA MESIN (2001 – 2003)
- ✓ KARANG TARUNA (2003 – 2005)

UNIVERSITAS ISLAM AS-SYAF'IYAH
IPK. 3.05

WORK EXPERIENCE

□ PT WIKA REALTY, MANAGER ESTIMATOR MEP, Des 2019 – Up To This Moment

PROCESS		Job Items
1 Main Task		
Planning	1	Preparing Work Method Documents
	2	Preparing Time Schedule Documents
	3	Preparing a Realty Business Unit Work Progress Monitoring Schedule Periodically
	4	Preparing a Realty Business Unit Work Progress Inspection Schedule Periodically
	5	Preparing a Work Risk Control Plan
Implementation	1	Implementing Periodic Monitoring of Work Progress Supervision of Realty Business Units
	2	Implementing Periodic Inspection of Realty Area Work Progress
	3	Implementing the Implementation of the Work Risk Management System
	4	Attending the Pre-Construction Meeting (PCM) of the Realty Business Unit
	5	Ensuring that the Installed Materials Have Gone Through the Material Approval Process
	6	Ensuring that the Mock-up Work for Each Work Item in the Construction of the Realty Business Unit is Implemented
	7	Implementing Outgoing Inspection of Work Progress Before BAST is Implemented
	8	Ensuring that the Reported Progress Figures are in Accordance with the Progress Built in the Field
Inspection	1	Conducting Analysis of Planned Work Methods
	2	Conducting Analysis of Planned Work Methods
	3	Conducting Analysis of Planned Time Schedule
	4	Conducting Analysis of Realty Business Unit Work Progress Supervision Results
	5	Conducting Analysis of Realty Business Unit Work Progress Inspection Results
Follow-up	1	Carrying out Routine Coordination on the Supervision of Realty Area Work Progress
	2	Carrying out Routine Coordination on Deviations in the Process and Results of Realty Area Work
	3	Carrying out Routine Coordination on Deviations in the Process and Results of Realty Area Work
2 Target		
	1	Progress Achieved According to Planned Time Schedule
	2	No Deviations Found in Work Methods So That They Do Not Comply with Company Standards
	3	Time of Handover to Consumers According to the Agreed Contract
3 Laporan Report		
	1	Realty Business Unit Progress Monitoring Report
4 Wewenang		
Authority	1	Not Approving the Proposed Progress Figures When They Do Not Match the Progress in the Field
	2	Providing Recommendations From the Aspect of Work Methods and Contractor Performance

- Present data in the context of market analysis and strategic material model cost costs in each project. - Collect data in the context of preparing a strategic material & sub-component procurement plan.
- Carry out survey and partner qualifications.
- Carry out preparations for the completion of BOQ , bid documents for the tender process.
- Carry out the procurement of materials, spare parts and strategic equipment along with the required insurance in accordance with specifications and schedules that have been set at a price that benefits the company.
- Build a network of partner, vendor, sub-company level, Vendor Assessment Before and After
- Carry out data bank updates related to partner networks, tools, sub-strategies including prices and availability. Prepare an evaluation of the plan and realization of procurement including price efficiency, volume and distribution network.
- Develop and update a list of able partners, Prepare Document and Implementation Tender until Contract
- Implementing the Risk Management System, ISO 9001, 14001, 45001 Management Systems, Occupational Safety and Health (K3L), Good Corporate Governance (GCG) Principles and other management systems developed by the company.

❑ **PT TOKYU-WIJAYA KARYA JO, MANAGER ESTIMATOR MEP, Des 2016 – Des 2019**

Job desk Evaluation Bill Of Quantity Variation Order Subcontractor, Count Volume, Analisis Unit Price Contract, help the company to get the best offering and price, Update unit price Material MEP, Make Report Inspection Progress Work Together to Project and Maintain, The Metod of implementation of the field.

❑ **SHIMIZU -TOTAL BANGUN PERSADA JOINT OPERATION ASTRA TOWER, April 2014 Des 2016 MANAGER ESTIMATOR MEP**

Job desk Make Progress MEP to Owner and Check Progress Subcon, Make Payment Certificate Subcon, Conduct the procurement process through the vendor, Ensure the goods which are purchased based on the specification and no delay arrival, help the company to get the best offering and price, Monitoring Cost Project.

❑ **PT. JAYA CONSTRUCTION MANAGEMENT April 2013 – March 2014, MANAGER ESTIMATOR MEP.**

Job desk Prepare Document Tender, Make Bill Of Quantity, Calculation Qty Drawing, Check Progress with Owner, MK, Contractor, Make Payment Certificate Progress Contractor ,Sub. Contractor and Supplier, Evaluation Tender Contract work, Calculation Price, Spec Material.

❑ **PT. PILAR GARBA INTI March 2012 – March 2013, MANAGER ESTIMATOR MEP**

Job desk Make Bill Of Quantity Variation Order, Count Volume, Price Quote Supplier, help the company to get the best offering and price, Anwiziing, Clarification Price Quote, Make Schedule Work Project.

❑ **PT. JAYA TEKNIK INDONESIA Agustus 2010 –March 2012, MANAGER ESTIMATOR MEP**

Job desk Make to As Build Drawing and Shop drawing, Ensure the goods which are purchased based on the specification and no delay arrival, help the company to get the best offering and price.

❑ **PT. APM ARMADA AUTOPARTS, Mei 2008- Mei 2010, PRODUCTION ENGINEERING STAFF**

Job desk Make SOP or INSTRUCTION WORK (IK) Operator Production and ISO 9001-2008, Control Daily Maintenance Check Sheet Machine , K3 Procedur 5S, Mapping Line Production Cycle Time, Failure mode & Effect Analysis, Daily Inspection Tools, Job Setup Machine & Requirement Machine Inspection.

F7283220



**BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIA PROFESSIONAL
CERTIFICATION AUTHORITY**

**SERTIFIKAT KOMPETENSI
CERTIFICATE OF COMPETENCE**

**Nomor Sertifikat / Certificate Number
74321 2144.01 7 00005209 2024**

Dengan ini menyatakan bahwa,
This is to certify that,

PUJI RAHARJO, S.T.

No. Reg. F 1997 05209 2024 0351814 ME 05

Telah Kompeten pada bidang:
Is competent in the area of:

**Jasa Konstruksi
Construction Services**

Dengan Kualifikasi / Kompetensi:
With Qualification / Competency:

**Ahli Muda Bidang Keahlian Teknik Mekanikal
Junior Expert in Mechanical Engineering**

Sertifikat ini berlaku untuk 5 (lima) tahun
This certificate is valid for 5 (five) years

Atas nama Badan Nasional Sertifikasi Profesi
On Behalf of Indonesia Professional Certification Authority

**Lembaga Sertifikasi Profesi Petakindo Konstruksi Mandiri
Petakindo Konstruksi Mandiri Professional Certification Agency**



MHD FEBRIZON
Ketua LSP
Chairman PCA



**LEMBAGA PENGEMBANGAN
JASA KONSTRUKSI
CONSTRUCTION SERVICES
DEVELOPMENT BOARD**

Daftar Unit Kompetensi:

List of Unit(s) of Competency:

Klasifikasi	:	Mekanikal
<i>Classification</i>	:	<i>Mechanical</i>
Subklasifikasi	:	Teknik Mekanikal
<i>Subclassification</i>	:	<i>Mechanical Engineering</i>
Kualifikasi	:	Ahli
<i>Qualification</i>	:	<i>Expert</i>
Jenjang	:	7 (Tujuh)
<i>Level</i>	:	<i>7 (Seven)</i>
Okupasi	:	Ahli Muda Bidang Keahlian Teknik Mekanikal
<i>Occupation</i>	:	<i>Junior Expert in Mechanical Engineering</i>

Ditetapkan di Jakarta, 28 Agustus 2024
Enacted in Jakarta, August 28, 2024



PUJI RAHARJO, S.T.



Keterangan / Remarks :

1. Sertifikat ini sah berlaku setelah tercatat yang dibuktikan dengan nomor registrasi Sertifikat Kompetensi Kerja Konstruksi. /
This certificate is valid upon being registered as evidenced by registration number of Certificate of Competency of Construction Works.
2. QR Code dan Data yang tertera dalam sertifikat ini dapat diverifikasi melalui sistem informasi jasa konstruksi terintegrasi. /
QR Code and Data contained herein may be verified through an integrated information system of construction service.