



RIDHA WULAN SUCI

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Cilegon, Banten

Detail-oriented professional with educational backgrounds in Marine Engineering and Naval Architecture, experienced in project administration within shipyard operations and maintenance projects. Skilled in managing project documentation, procurement coordination, schedule monitoring, and administrative support to ensure smooth project execution. Experienced in preparing technical reports, handling work orders and purchase requisitions, and supporting cross-functional coordination in fast-paced environments. Proficient in Microsoft Office, AutoCAD, and document management with strong analytical, communication, and problem-solving abilities.

WORK EXPERIENCES

PT Harapan Teknik Shipyard

Serang, Indonesia

Project Administrator

Jan 2024 - Present

- Prepared and managed project documentation, including Docking Reports, Breakdown Schedules, S-Curves, and Minutes of Meeting (MoM) to support ship repair and maintenance operations.
- Performed material requirement calculations to ensure the availability of materials for ship repair and maintenance activities.
- Processed Work Orders (WO) and Purchase Requisitions (PR) to support efficient project administration and coordination.
- Created Cutting Plan drawings using AutoCAD in accordance with technical specifications and project requirements to support ship repair and fabrication activities.
- Worked responsibly and collaborated well with cross-functional teams to support smooth project completion.

PT PAL Indonesia

Surabaya, Indonesia

Quality Control Intern

Feb 2020 - May 2020

- Learned operations of machines and tools within quality control areas to ensure compliance with standards.
- Performed testing and inspections to identify defects and support corrective actions.
- Conducted visual inspections and contributed to resolving identified issues.
- Prepared inspection reports including findings, recommendations, and documentation for improvement.

EDUCATION

Institut Teknologi Sepuluh Nopember

Surabaya, Indonesia

Bachelor of Marine Engineering | GPA 3.59 / 4.00 | [Link](#)

2021 – 2023

Final Project: “Planning of Marine-Based Renewable Energy: Case Study of Konang Shrimp Pond, Trenggalek” – *Focused on renewable energy planning, sustainable aquaculture operations, and energy efficiency.*

Relevant Coursework: Marine Machinery and Electrical Systems, Ship Propulsion Systems, Ship Maintenance and Repair, Project Management, Marine Survey, Reliability and Risk Analysis.

Politeknik Perkapalan Negeri Surabaya

Surabaya, Indonesia

Associate Degree in Naval Architecture | GPA 3.52 / 4.00 | [Link](#)

2017 – 2020

Final Project: “Comparative Analysis of Construction Weight in a 124-M Hospital Ship Design with and without Bow Thruster Installation” – *Focused on construction weight comparison, ship design evaluation, and bow thruster installation impact.*

Relevant Coursework: Ship Design and Construction, Naval Architecture Fundamentals, Ship Stability and Hydrostatics, Ship Structure Analysis, Classification and Regulations, Ship Production Technology.

SKILLS

Technical: Document Management, Administrative Support, Schedule Monitoring, Meeting Coordination, Procurement Support, Software: AutoCAD, Google Workspace, Microsoft Office, Corel Draw.

Soft Skill: Time Management, Professional Communication, Teamwork & Collaboration, Problem Solving, Analytical Thinking

Language: English (Intermediate), Indonesian (Native)

CERTIFICATIONS, COURSES, & TRAININGS

English

TOEFL ITP-CLC ITS | [Link](#)

Surabaya, Indonesia
July 2023

Introduction to Microsoft Excel

Coursera | [Link](#)

Online
Sep 2023

Introduction to Data Analysis using Microsoft Excel

Coursera | [Link](#)

Online
Oct 2023

Intermediate Naval Architect

BNSP | [Link](#)

Surabaya, Indonesia
Feb 2021