

GALUH KARTIKA

+62-8577-2750-595

galuhkartika25@gmail.com

<https://www.linkedin.com/in/galuhkartika/>

Bogor, Jawa Barat

LABORATORY ANALYST- QA/QC/RND- DOCUMENT CONTROL

A graduate in Chemical Engineering. Motivated and adaptable professional with expertise in laboratory analysis and document control. Capable of managing people workflows, coordinating teams, and driving process improvements to achieve more efficient and lean operations. Eager to continuously learn, improve, and contribute to organizational growth through dedication and collaborative problem solving.

WORK EXPERIENCES

PT Arah Sinergi Osantara

May 2025 - Present

Talent Acquisition

- Conducted candidate sourcing and talent mapping based on company hiring needs
- Performed initial screening and candidate data evaluation to ensure alignment with required qualifications
- Maintained active communication with candidates by providing clear information about the company and open positions
- Managed end-to-end recruitment processes, including CV screening, interview coordination, and new hire onboarding
- Handled recruitment administration, including employment contract preparation and signing
- Supported employer branding initiatives through job portals and social media platforms
- Maintained and updated candidate databases and talent pools

Account Officer

- Managed all TikTok agency partners in affiliation with the company
- Responsible for onboarding new agencies during their establishment process
- Conducted regular updates, led meetings, and reported monthly revenue to the agency owner
- Assisted the team in calculating invoices for both agencies and sub-agencies
- Handled inquiries from sub-agencies regarding operational issues
- Experienced in managing creators to ensure they conduct live sessions in accordance with community guidelines

PT Merck Tbk.

January 2024 - December 2024

Quality Control Analyst

- Experienced in Spectrophotometer UV-Vis, AAS, FTIR, HPLC, pH meter, Karl Fischer instruments, etc
- Performing routine analysis on raw material drug samples with various methods
- Experienced in handling documents, processing data analysis results and proper daily reports
- Conducting trials and validation of new methods described in the latest edition of Indonesian Pharmacopoeia
- Succeeded in performing the project on time and with completed documentation
- Works in accordance with CPOB, have a good knowledge of GLP, and health & safety environment (OHS).

PT Sigma Fazza Sintesa

July 2023 – December 2023

Analytical Development Coordinator

- Leading and aligning analysts' responsibilities to effectively achieve and exceed established project goals, ensuring optimal resource utilization and compliance with quality standards
- Creating work designs and instructions in accordance with FI VI and CoA references
- Performing weighing balance, pH meter, and Karl Fischer verifications
- Ensuring reagents and HPLC column availability and design compliance
- Responsible for making trial reports, verification reports, summary projects, and calculating trial analysis data
- Responsible for laboratory equipment and chemical handling

PT Sentral Multirasa Utama

July 2023 – December 2023

Quality Control

- Performing conventional analysis and food products verification varied from proximate and volumetric analysis
- Conducting routine Moisture Analyzer verification and calibration of glassware

- Ensuring manufacturing, testing, distribution of product compliance according to SNI and ISO 22000
- Making and preparing preliminary analysis reagents
- Responsible for product documentation and data of analysis archiving
- Making daily reports and routine data recaps

PT Mbrio Biotekindo

March 2021 - April 2021

Laboratory Analyst | Internship

- Performed microbiological analysis on food and non-food samples using various methods in accordance with SOPs
- Routinely conducted sterilization of equipment and media using an autoclave
- Prepared and formulated reagents to support analyses.

EDUCATION LEVEL

Bachelor’s Degree - Chemical Engineering

Jayabaya University | 2022 -2026

- Successfully earning 3.87/4.00 GPA as a chemical engineering student whilst working
- Receiving a scholarship for a month in the first & third semester as an outstanding student
- Publication:
 - “Pengolahan Limbah Cair Industri Farmasi dengan Bioadsorben Biji Alpukat”.
 - “Analisis Densitas Bahan Baku Teh Hitam Ortodoks di PT Perkebunan Nusantara 8 Kebun Ciater”
 - “Pra Rancangan Pabrik N-Butanol Dari N-Butil Butirat Dengan Proses Hidrogenasi Kapasitas 37.400 Ton Per Tahun”

High School - Chemical Analyst

SMK SMAK Bogor | 2017 - 2021

- A final seminar project leader for the Integrated Chemistry Practicum Top 10 students in class for 5 semesters
- Passed with a final score of 87.82/100.00
- Publication: “Analisis Mutu Mikrobiologi dalam Tepung Terigu”.

SKILLS AND ACHIEVMENTS

- Chemical Analyst Competency certificate as the laboratory technician
- Level III International Chemical Analyst certificate by VAPRO
- Test of English for International Communication (TOEIC) certification
- GLP, ISO 17025:2017, and OHS
- Good communication skill
- Managing people, leadership, and teamwork
- Microsoft Office