

ANGGI RAMADAN

0811-9691-7678 | anggyramadan07@gmail.com | Indonesia

PROFESSIONAL SUMMARY

Highly organized and detail-oriented professional with strong experience as an Executive Secretary and Human Resources Officer in large-scale organizations, including BUMN and government institutions. Proven ability to support top-level executives, manage confidential information, coordinate cross-departmental communication, and handle HR administration. Skilled in scheduling, reporting, documentation, recruitment support, and employee administration. Fluent in administrative operations with strong communication and organizational skills.

CORE SKILLS

- Administrative: Executive support, calendar management, meeting coordination, minute taking, correspondence handling, document control, travel arrangements, office management
- Human Resources: Recruitment support, onboarding, employee administration, contract management, HR documentation, BPJS administration, employee relations
- Technical: Microsoft Word, Excel, PowerPoint, Google Workspace, Database Administration (basic), Python (basic)
- Soft Skills: Communication, public speaking, time management, confidentiality handling, problem-solving, multitasking

PROFESSIONAL EXPERIENCE

PT Kilang Pertamina Balikpapan — Balikpapan

Secretary to Vice President (Project Control & Quality Assurance)

August 2024 - May 2026

- Provided high-level executive, administrative, and operational support to the Vice President (VP) of PCQA, ensuring seamless execution of day-to-day executive activities and priorities.
- Managed the VP's executive calendar, schedules, appointments, and priorities, optimizing time management and ensuring effective coordination of internal and external engagements.
- Prepared and refined executive reports, management presentations, official correspondence, and business documents, ensuring accuracy, professionalism, and alignment with corporate standards.
- Coordinated executive-level meetings, official visits, corporate events, and strategic engagements, including end-to-end preparation, logistics, stakeholder coordination, and follow-up activities.
- Prepared, consolidated, and distributed meeting minutes and key action points, ensuring clear documentation, stakeholder alignment, and effective follow-up on agreed decisions.
- Established and maintained a systematic document management and filing system for both physical and digital records, ensuring document accuracy, accessibility, traceability, and proper archival.
- Managed confidential corporate and executive-level information with the highest degree of discretion, integrity, and professionalism.
- Coordinated executive travel arrangements and business trip logistics, including transportation, accommodation, itineraries, meeting schedules, and other supporting requirements.
- Supported the daily operational management of the VP's office, facilitating effective communication, administrative coordination, and workflow efficiency across relevant stakeholders.
- Managed manual corporate document numbering and administrative records in accordance with Pertamina's KBO (Keseekretariatan, Business Office) standards, ensuring compliance, consistency, and document traceability.

PT Pertamina Training and Consulting — Balikpapan

Human Resources Officer

April 2023 - August 2024

- Served as the Project Representative and strategic manpower PIC for PT Kilang Pertamina Balikpapan and Marketing Operation Region (MOR) VI, overseeing manpower management and HR operations across the Kalimantan region.
- Oversaw and managed approximately 7-10 projects annually, with a total workforce of 300-400 personnel, spanning various organizational levels from Staff/Operational Personnel to Senior and Specialist positions.
- Led and managed the end-to-end manpower recruitment strategy, covering workforce requirements, job postings, CV screening, candidate assessments and interviews, offering letters, and onboarding, while ensuring alignment with project requirements and organizational standards.
- Directed the end-to-end administration and employee lifecycle management for new manpower, ensuring effective onboarding, accurate documentation, regulatory compliance, and seamless integration into project operations.
- Managed the employee contract lifecycle, including contract review, coordination of approval and signing processes, contract administration, documentation, and renewal, ensuring compliance with company policies and applicable employment regulations.
- Strategically coordinated the procurement and allocation of Personal Protective Equipment (PPE) for project manpower, ensuring adequate availability and compliance with occupational health and safety requirements.
- Oversaw manpower attendance, leave management, overtime administration, wage calculations, and payroll-related processes, ensuring data accuracy, operational efficiency, and timely payroll execution.
- Led the manpower performance evaluation and contract renewal process, conducting periodic and end-of-contract assessments to provide management with relevant insights for workforce planning, performance improvement, and

contract extension decisions.

- Supported the management of BPJS Kesehatan and BPJS Ketenagakerjaan, ensuring effective administration, compliance with applicable regulations, and resolution of technical and operational matters related to employee social security programs.
- Served as a strategic liaison and key point of contact between project manpower and relevant company stakeholders, facilitating effective communication, resolving workforce-related issues, and ensuring alignment between employee needs and business requirements.
- Partnered closely with users, project stakeholders, and management in developing, implementing, and communicating manpower-related policies, regulations, procedures, and operational requirements.
- Provided HR and manpower-related insights and recommendations to support management decision-making, workforce optimization, operational continuity, and effective project execution.

Institut Teknologi Kalimantan — Balikpapan

HR Staff (Pengelola Kepegawaian)

December 2021 - April 2023

- Led end-to-end internal and external recruitment processes across multiple organizational levels, from Staff/Operational positions to Managerial/Executive roles, ensuring efficient candidate screening, selection, and hiring coordination aligned with organizational workforce requirements.
- Contributed to the successful execution of the 2022 Civil Servant Recruitment Selection (CPNS) as a committee member, supporting recruitment administration, selection coordination, and process execution for approximately 80-100 participants in accordance with established procedures and regulatory requirements.
- Supported the 2023 selection process for the Head of Academic & General Affairs Bureau as a committee member, coordinating administrative requirements and contributing to the effective execution of the leadership selection process.
- Owned and managed end-to-end new employee administration, overseeing onboarding documentation, personnel records, and employment-related administrative requirements to ensure a smooth and compliant employee onboarding process.
- Managed the end-to-end registration process for National Lecturer Identification Numbers (NIDN), ensuring accurate documentation, timely submission, and compliance with applicable regulatory and institutional requirements for approximately 70-80 participants.
- Supported management in the implementation of employee performance management, including the administration and monitoring of Employee Performance Targets (SKP) for Lecturers and Education Support Staff, contributing to a structured and measurable performance evaluation process.
- Oversaw employee attendance and workforce administration for approximately 80-100 employees, including attendance monitoring, meal allowance management, and business travel administration, ensuring accuracy, operational efficiency, and timely processing of employee-related benefits and entitlements.
- Administered employee social security programs, supporting the management of BPJS Kesehatan and BPJS Ketenagakerjaan registration, employee data updates, and related administrative processes to maintain accurate employee records and regulatory compliance.
- Represented the institution as Master of Ceremony (MC) and Moderator for various institutional, academic, and official events, demonstrating strong public speaking, stakeholder engagement, communication, and event coordination capabilities.

Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah — Jakarta

Database Administrator

September 2021 - January 2022

- Developed and managed queries for the Professional Certification Information System.
- Customized database structures to meet client requirements.
- Designed data models to solve complex data challenges.

Institut Teknologi Padang — Padang

Career Center & Alumni Office Staff (Contract)

July 2021 - December 2021

- Managed Tracer Study Information System.
- Supported student, alumni, and career center administrative operations.

EDUCATION

Institut Teknologi Padang — Padang

Bachelor's Degree in Informatics Engineering

2017 - 2021 | GPA: 3.78 / 4.00

Achievements:

- Completed studies in 3.5 years
- 3rd Runner-Up for Academic Performance
- Winner of English Competition in West Sumatra
- Best Speaker in National University Debating Championship

ORGANIZATIONAL EXPERIENCE

- Scientific Writing Contributor - Program Kreativitas Mahasiswa (2018-2021)
- Debater - English Club (2017-2020)

CERTIFICATIONS

- IELTS Score 5.5 - Language and Culture Hub, Institut Teknologi Kalimantan (2023)
- Microsoft Office Training - Institut Teknologi Kalimantan (2023)

LANGUAGES

- Indonesian (Native)
- English (Professional Working Proficiency)