

**Jakarta, 2026**

Attachment : 1 (one) file  
Subject : Job Application Letter

To: Dear Sir/Madam,  
At Company

Dear Sir/Madam,

In relation to the job vacancy information I have received, I would like to express my interest in joining your company. Through this letter, I intend to submit my job application along with my personal data as follows:

**Full Name** : Siti Aulia Hikma Santi  
**Place & Date of Birth** : Pandeglang, July 7, 2002  
**Home Address** : Kp. Maja Masjid rt/rw 03/05, Pandeglang  
**Current Address** : Cibubur, East Jakarta  
**Last Education** : Bachelor's Degree in Civil Engineering  
**Phone Number** : 0812-8291-6323  
**Email Address** : [88santiaulia@gmail.com](mailto:88santiaulia@gmail.com)

I am writing to apply for a position at your company. My goal is to contribute positively to your organization using the skills and knowledge I possess.

I enjoy facing challenges and working hard principles that have shaped my life experiences and that I bring to all of my endeavors with full confidence. Working in a team is something I enjoy very much. Furthermore, I am a highly committed individual with strong motivation, a strong work ethic, and a deep respect for time and professionalism.

Attached with this letter are the following documents:

- Curriculum Vitae (CV)
- Other Supporting Documents

I sincerely hope this application will be considered. Thank you very much for your time and attention.

Sincerely,  
**Siti Aulia Hikma Santi**

I was graduated Bachelor's degree in **Civil Engineering** from **Bina Bangsa University**. Mastering knowledge in the fields of requires a combination of strong foundational skills, practical experience, and continuous learning. Have good communication and time management skills. Can work in teams and individually. I always apply professionalism, honesty and responsibility in my work to contribute to the progress of the Company.

EDUCATION

Universitas Bina Bangsa - Serang, Banten

Bachelor of Civil Engineering, 3.15/4.00

2020 - 2024

WORK EXPERIENCE AND INTERNSHIP

PT. MEGA PERSADA NUSWANTARA (Contractor) - Work Experience

Januari - August 2025

1. Secretary for Director
- Manage the Director's calendar, appointments, meetings, and travel arrangements
  - Prepare reports, presentations, agendas, and meeting minutes
  - Liaise with senior management, clients, partners, and vendors as required
  - Anticipate the Director's needs and proactively resolve issues
2. Lead Project ( DAMRI Pool Cawang )
- Build a Charging Station Facility for Electric Bus at DAMRI Pool Cawang
  - Renovation of Canteen and Workshop at DAMRI Pool Cawang

as **Admin Project and Finance**: provides administrative and clerical support to the construction project team, ensuring smooth day-to-day operations, proper documentation, coordination, and communication between site staff, owner, suppliers, and management. also responsible for managing financial transactions, monitoring project costs (RAB-RAP), supporting budgeting and cash flow, and ensuring accurate financial records for building construction projects in compliance with company policies and financial regulations.

PT. MULTI STUPA DIMENSI (Consultant) - Work Experience

October - December 2025

- The Development of Standard Operating Procedures (SOP) for DJPS (DIREKTORAT JENDERAL PRASARANA STRATEGIS)
- as **Staff Operation**: Drafting 16 SOP's with the Consultant Team for DJPS Kementerian Pekerjaan Umum (Kebayoran Baru), Create flowcharts using Microsoft Excel / Microsoft Word, assist in leading meetings, take meeting of minutes, and conduct research to find the latest accurate information (Pasal/Undang-Undang).

Internship Experience

February - March 2024

DINAS PEKERJAAN UMUM DAN PENATAAN RUANG (Kab. Pandeglang,Banten).

- Participate in Construction Project
- as **Intern** (40 day's): pavement construction methods of Babakan Sompok - Kamalangan. Kabupaten Pandeglang, Banten

CERTIFICATE OF COMPETENT AND SKILLS

- Certificate:

1. TOEFL by Universitas Bina Bangsa UPT. Pusat Bahasa (Language Center) score: 450

2. Ahli K3 Umum Indonesian Ministry of Manpower by PT Garuda Systrain Interindo (KEMNAKER)

3. Scaffolding Occupational Health and Safety by PT Garuda Systrain

4. Site Manager for Building Construction Works (Level 6) by Astekindo Konstruksi Mandiri Professional Certification Agency. (BNSP)
- Training by PT Garuda Systrain Interindo:

1. Basic First Aid

2. Basic Fire Fighting

3. Emergency Response Plan
- Soft Skills: Communication Skills, Teamwork, Time Management, Leadership, Administrative
- Hard Skills: Fotography, Videography, Editing, Writing
- Software: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Canva
- Languages: Indonesia (Native), English (Intermediate)



# PORTFOLIO.



88santiaulia@gmail.com



# ABOUT ME.

Detail oriented professional with experience in Administrative Support, Project Coordination, Financial Administration, and Workplace Safety Management. Skilled in managing schedules, handling documentation, coordinating projects, monitoring safety compliance, and maintaining accurate financial records.



# Work Experience

## PT Mega Persada Nuswantara (Contractor)

*Build a Charging Station Facility for Electric Bus at DAMRI*

### Secretary

01. Supported executives in daily operations by managing schedules, coordinating meetings, handling correspondence, and organizing important documents to maintain efficient and well-structured workflow.



|                                                                                     |                                                                      |                                                         |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------|
|  |                                                                      | <b>NOTULEN RAPAT</b><br><b>PERUM DAMRI KANTOR PUSAT</b> |
| Hari, Tanggal                                                                       | Senin, 14 Juli 2025                                                  | Waktu : 14.00 – 15.00 WIB                               |
| Tempat                                                                              | Kantor Divisi I (Pool Cawang)                                        |                                                         |
| Agenda                                                                              | Weekly Meeting Infrastruktur Pengisian Daya Bus Listrik Pool Cawang  |                                                         |
| Pemimpin Rapat                                                                      | Dimas Dwi P                                                          |                                                         |
| Peserta                                                                             | DAMRI Pusat (Divisi PPFT, Divisi Umum)<br>PT Mega Persada Nuswantara |                                                         |

### 02. HSE Staff

Supported workplace safety programs by monitoring safety compliance, conducting inspections, preparing safety reports, and ensuring proper use of personal protective equipment (PPE).



### 03. Project Admin and Finance

Handled project administration and financial processes including budget planning (RAB), budget realization reports (RAP), invoice preparation, expense monitoring, and financial reporting, ensuring accurate documentation and smooth project operations.



| PEMBUKUAN PROYEK.xlsx                                                                |         |             |            |        |            |               |
|--------------------------------------------------------------------------------------|---------|-------------|------------|--------|------------|---------------|
| MATERIAL RDC RAP SPKL RAP RDC RAP KLI matrial aja spkl matrial aja RDC, matrial      |         |             |            |        |            |               |
| PT. MEGA PERSADA NUSWANTARA                                                          |         |             |            |        |            |               |
| PEMBUKUAN KEUANGAN PENGERTIAAN PROYEK DAMRI POOL CAWANG (Dibuat: Kamis, 4 Mei 2025)  |         |             |            |        |            |               |
| No.                                                                                  | Tanggal | Keterangan  | Masuk      | Keluar | Saldo      | No. Telephone |
| 1.                                                                                   | 4/5/25  | Saldo Awal  | 5.000.000  |        | 5.000.000  |               |
| 2.                                                                                   | 8/5/25  | Saldo Akhir |            |        | 728.000    |               |
| *Nota: Semua Biaya Sudah Termasuk PPN                                                |         |             |            |        |            |               |
| PEMBUKUAN KEUANGAN PENGERTIAAN PROYEK DAMRI POOL CAWANG (Dibuat: Senin, 12 Mei 2025) |         |             |            |        |            |               |
| No.                                                                                  | Tanggal | Keterangan  | Masuk      | Keluar | Saldo      | No. Telephone |
| 1.                                                                                   | 10/5/25 | Saldo Awal  | 20.770.000 |        | 20.770.000 |               |
| 2.                                                                                   | 12/5/25 | Saldo Akhir | 30.000.000 |        | 30.000.000 |               |

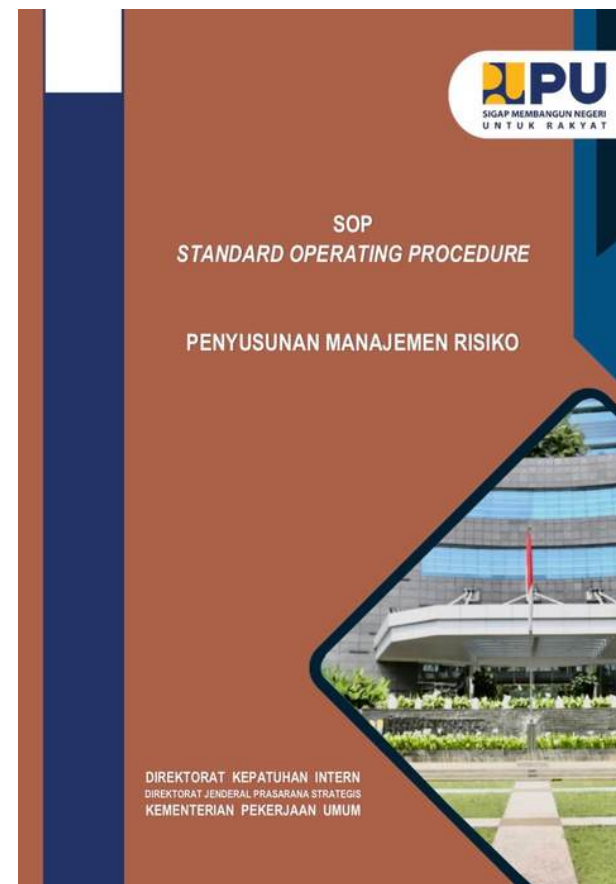
# Work Experience

## PT Multi Stupa Dimensi (Consultant)

*Drafting 16 SOP's with the Consultant Team for DJPS Kementerian Pekerjaan Umum*

### 04. Staff Operation

Managing computer-based documentation and data processing. Contributed to the development and compilation of 16 Standard Operating Procedures (SOPs) for DJPS (Direktorat Jenderal Prasarana Strategis) Kementerian Pekerjaan Umum (PU)



| Konsolidasi dan Penyelarasan SOP |                                                                                                                                                                         |     |            |               |                     |          |                      |          |       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|---------------|---------------------|----------|----------------------|----------|-------|
| Konsolidasi dan Penyelarasan SOP |                                                                                                                                                                         |     |            |               |                     |          |                      |          |       |
| No                               | Kegiatan                                                                                                                                                                | PPK | Tim Teknis | Penyedia Jasa | Pengguna Penerimaan | Kasualty | Direktoral Keperluan | Kategori | Waktu |
| 1                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 2                                | Menyusun dan mengupdate SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat.                                        |     |            |               |                     |          |                      |          |       |
| 3                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 4                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 5                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 6                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 7                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 8                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 9                                | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 10                               | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 11                               | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 12                               | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |
| 13                               | Melakukan identifikasi dan peninjauan kembali terhadap dokumen SOP yang ada di Direktorat Jenderal Prasarana Strategis Kementerian Pekerjaan Umum dan Perumahan Rakyat. |     |            |               |                     |          |                      |          |       |





# Education & certification



## Universitas Bina Bangsa

Civil Engineering (2020 – 2024)

- Certification: TOEFL by Universitas Bina Bangsa UPT. Pusat Bahasa (Language Center) score: 450

## PT Garuda Systain Interindo

Certification:

- Ahli K3 Umum Indonesian Ministry of Manpower (KEMNAKER)
- Scaffolding Occupational Health and Safety

Training:

- Basic First Aid
- Basic Fire Fighting
- Emergency Response Plan

## Astekindo Konstruksi Mandiri Professional Certification Agency (BNSP)

Certification:

- Site Manager for Building Construction Works (Level 6)
- 



**Let's Work Together**

**+62 8128 2916 323**

**88santiaulia@gmail.com**

**Cibubur, East Jakarta**