

Curriculum Vitae



□ Personal Information

- Name : Widie T Kuncoro
- Place of birth : Jakarta
- Date of birth : 2 April 1978
- Marital status : Married with 2 children
- High/Weight : 168cm / 90 Kgs
- Home Address : Cluster Kecapi Residence Kav 8 Jatirahayu Pondok Melati.Kota Bekasi Jawa Barat
- Home phone : +62-21- 290 64415
- Office Address : **Harbour Energy Indonesia**
Cibisnine Building Lt 19 jl TB Simatupang
- Office Phone : +62-21-5795 6688 Ext. 198
- Mobile No. : +62-811 1663454
- Email : widie.kuncoro@harbourenergy.com

□ Formal Education

- Bachelor degree on economic from Wangsa Manggala University Jogjakarta
- Graduated from DG License type A from DGCS

□ Knowledge and Qualification

- Excellent strong computer literate (MS Office, Integrated Material System, Visio...etc)
- Fluent in English both Writing & Speaking
- Excellent Civil Aviation Safety Regulation knowledge.
- Excellent Knowledge on Logistics Operation in oil and gas industry.
- Excellent Knowledge on Cargo Handling, Air Shipment
- Excellent Knowledge on Dangerous Goods for Air
- Excellent Knowledge on Aviation Fixed Wing & Rotary Wing Operations.

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- Knowledge of the applicable regulations and standards, including Indonesian CASR, ICAO Annexes, OGP Forum aviation guidelines, IATA regulations, and any applicable aviation industry standards.
- In-depth knowledge of operations in the Oil and Gas explorations in Indonesia, particularly having experience in the COMPANY current operating area (Natuna Sea)

□ **Working Experience**

- 13 years experiences in the position of Aviation Coordinator.
- Experience in Handling Offshore Aviation Transportation Operations.
- Experience in Handling Onshore & Offshore Operation to support Oil and Gas.

□ **Scope of Activity**

1. Responsible for daily coordination in arrangement, maintaining and providing safe air and sea transportation operations, to support Logistics Production, Drilling and Project both of offshore and onshore operation.
2. Ensure all offshore personnel and equipments are delivered safely and on timely manner at cost effective and efficient.
3. Ensure that the operations are compliant to the applicable industry standards including HSE requirement.
4. Efficiency to share Fixed wing and Rotary wing tender and contractual with others KPS in the same area.
5. Be cognoscente of aviation regulatory requirements as they pertain to Company fixed wings and rotary wings operation.
6. Provision of advice to the our customer on aviation requirements and sourcing assets to meet them.
7. Monitor Air Operator conditions, activity and morale with regard to any ill effect it may have on contractual performance. Where applicable to operations, to advise management on advantages, limitations and weaknesses of selected air operator's.
8. To prepare Aviation Policy and associated manuals, SOP's, SOW and position papers.
9. To be available on call basis on a 24 hours basis every day in the year.
10. In the event of an emergency or other unusual circumstances, and advise the on how contracted aviation assets may best be used and source any additional aviation support that may be required.
11. Conduct of periodic physical inspection of all company chartered aircraft at all company operating locations in Indonesia, to ensure the following, Operator's compliance with all

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conditions of contract; Compliance with CASR's; Effective operator quality control systems based on standards predicated by FAR's; Air operator compliance with Directorate General Air Transportation and Communication.

12. Monitoring capability and experience of air operator crew's and engineer's.
13. Maintain verification of high standards of quality and safety in the conduct of operations.
14. Continuously monitor the COMPANY chartered aircraft operational and maintenance status, including personnel, equipment, spare parts, documentation, etc.
15. To attend periodic safety and coordination meeting of Fixed Wing and Rotary Wing aircraft operational contracts.
16. to assist and advise the contracted Air Operator in improving their quality and safety level.

❑ Main Responsibilities

• Fixed Wing Aircraft Operations

- ✓ Arrange air transportation both Fixed Wing and Rotary Wing aircraft for personnel and cargo movement from Jakarta to offshore and vice versa. Prepare passenger and cargo manifest and distribute to offshore, Logistics bases, Aircraft operator, Contractors and other related companies concerned.
- ✓ Closed coordination with shipping and expedition coordinator for any out bond/inbound for shipment of materials offshore back and forth.
- ✓ Conduct and daily monitoring for Aircraft Maintenance, to providing safely transportation to our internal customer with good reliability, comfort, cost efficient and timely manner.
- ✓ Conduct daily check all in-flight meals and make sure that the meals adequate and condition during the flight V.V.
- ✓ Closed in site supervision of Fixed Wing Aircraft Contractor front desk counter to ensure the weight and balance calculation is correctly done and there is no disruption during crew change flight.
- ✓ Strictly control and check of every hazardous substances against the IATA regulation prior to load onto the aircraft and take the necessary quick decision for any dangerous impact to the flight preparation.

• Helicopter Operations

- ✓ Prepare daily flight schedule plan and coordinate with Matak Supervisor to ensure there is no conflict requirement.

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- ✓ Provide enough information of all cargoes and passengers out bound to Matak Base to make sure there is no delay time between fixed wing aircraft arrives at Matak and helicopter departure to offshore.
- ✓ Keeping record of all helicopter flight hours, fuel utilization, daily helicopter maintenance and operations report, sharing helicopter utilization for audit purposes.
- ✓ Prepare detail yearly helicopter and fixed wing work plan include draft of budget requirement for upcoming years.

- **Financial Awareness and Administration**

- ✓ Preparing a regular update of monthly aviation and marine report to Internal and external
- ✓ Responsible for reviewing and detail check related invoices of fixed wing, rotary wing, vessels and operator of their services performed to company and ensure the correctness of the related invoices and work hand in hand with Logistic cost controller to avoid any dispute and delay of the settlement.
- ✓ Responsible for reviewing the invoices to the Conocophillips for a cross charge purposes. Ensures the billing process is handled in a complete, accurate and timely manner.
- ✓ Preparing Debit Note for Logistics Cost Controller for further inter company charges to other PSC's such as Conocophillips.
- ✓ Coordination with Logistic Cost Controller and Finance Dept. to ensure the charges are allocated and settled properly and accountable.
- ✓ Performs non-routine task and attends such meetings as directed from time to time by the Supervisor or as opportunity present in order to meet Company objectives. Ensure that he and all other relevant managers and staff are kept informed of all major opportunities, developments, problems or potential problems which will impact upon the business.
- ✓ Ensure that all activities conducted comply with all legal and Company requirements.
- ✓ Providing MTM (Material Transfer Manifest) or Cargo Manifest by IMM (Integrated Material Management System) both of Marine & Aviation.