


Personal Information	
Name	: Muhamad Reza Adi Wardana
Nationality	: Indonesian
Place, Date of Birth	: Cirebon, 21 August 1996
Age	: 26 years old
Gender / Status	: Male / Married
Religion	: Islam
Formal Education	: Bachelor's Degree in Science of Law
Interest	: HSE Matter, Law, Music & Football
	
Profile	
<p>Passionate HSE professional with a background in Law, 4+ years experience as an HSE professional, adaptable and versatile in different HSE roles, also familiar with various HSE regulations. I'm a dedicated person, dependable, trustworthy, and have strong communication skills. I'm seeking to use my knowledge and skill in HSE Management System, HSE Training fields, or HSE Supervisory.</p> <p>Preferred Role: HSE Engineer / HSE Trainer / HSE Supervisor / HSE Officer / Environment Officer</p>	
Education	
<p>Institution, Majors, GPA, Year</p> <p>Vocational High School State 1 of Cirebon City, Software Engineering, 7,60 from 10, 2014</p> <p>Final Study : Install Windows 7, Create Personal Website and Configure simple LAN</p> <p>University 17 Agustus 1945 Cirebon, Science of Law, 3,54 from 4, 2018</p> <p>Thesis : Effectiveness of Public Information Disclosure Law at Local Government (Study Cases)</p>	
Professional Industry Training	
<p>Institution, Year, Course</p> <p>KEMNAKER, 2019, The Occupational Safety and Health Norm of Supervision Training of Construction</p> <p>KEMNAKER, 2019, The Occupational Safety & Health Technical Training of Fire Fighting Class D</p> <p>KEMNAKER, 2020, The Occupational Safety & Health Supervision Training of Scaffolding</p> <p>KEMNAKER, 2021, The Occupational Safety & Health Technical Training of Electrical</p> <p>OSHAcademy, 2021, Complete 36-Hours Train The Trainer Program</p> <p>EnglishAcademy, 2021, English Assessment with Very Good Score</p> <p>BSN, 2022, Introduction to Conformity Assessment</p> <p>BSN, 2022, Introduction to Standardization</p> <p>BSN, 2022, Introduction to Metrology</p> <p>BSN, 2022, Occupational Safety and Health Management System based SNI ISO 45001:2018</p>	

Experience

Company, Position, Period

PT Acset Indonusa Tbk / PT GSI, SHE Admin, May 2019 – September 2019

- Conduct Toolbox Meetings on-site office on a daily basis
- Administer and monitor findings from the site team or main contractor
- Conduct Safety Induction for all new workers or employees prior to work
- Conduct weekly and monthly inspections of tools and equipment on-site office
- Create daily, weekly and monthly reports to head office and main contractor on a regular basis
- Ensure all SHE reporting documents are recorded in compliance with SHE Procedure and Policy including taking care of SHE statistics update
- Initiate general housekeeping 'Friday Clean' on-site office on a regular basis

Hyundai Engineering & Construction Co.,Ltd, HSE Trainer, September 2019 – June 2023

- Handle the project's Environmental aspect as well on project completion (August 2022)
- Design effective training material
- Reviewing induction and training topics
- Conduct safety induction for new employees or workers prior to work
- Conduct Specific training such as Working At Height, Confined Space, Permit To Work, Electrical Safety, Basic Fire Fighting, and Emergency Response Plan as per HSE Program
- Conduct refreshment training on the violation of HSE Procedure and ensure workers or employees are adequate to perform the job safely to prevent any repetition case or violation of HSE Procedure and Regulation

PT Huayue Nickel Cobalt, EHS Trainer, August 2023 – Present

- Teaching soft skills and EHS Training in accordance to compliance and competence of LNA
- Make an assessment as an evaluation of modules using formal criteria such as management standard
- Review and Update EHS Training module to meet current compliance/standard
- Conduct EHS assessment theory and practice according to the assessment awareness, compliance and competency with senior Supervisor to help to arrange training schedules
- Create lesson plan and other support training documents in accordance with COP and Training Standards
- Review the implementation of the EHS Training and make recommendation accordingly
- With Manager to review the implementation of Training Budget
- Make monthly cost report and accrual to ensure the availability of those are accurate and

informative to finance		
<ul style="list-style-type: none"> Assist Manager to prepare training budget quarterly to ensure all cost manage according to management standard As an Ad Hoc to prepare training monthly report to Manager Prepare EHS Training material and Training Aids as needed 		
Project Involved :		
Cirebon 2, 1 x 1000 MW Coal Fired Power Plant Ultra Supercritical Technology Expansion Project Starting from September 2019 – June 2023 (Commercial On Date May 2023)		
Expertise		
<ul style="list-style-type: none"> Safety Training Basic Fire Fighting Incident Investigation Design Training material 	<ul style="list-style-type: none"> HIRADC Job Safety Analysis Permit to Work Emergency ResponsePlan 	<ul style="list-style-type: none"> Scaffolding Safety Electrical Safety Construction Safety Waste Management & FESTRONIK
Interpersonal Skill		
<ul style="list-style-type: none"> Public Speaking Strong Leadership Professional ProficiencyEnglish 	<ul style="list-style-type: none"> Determination Time Management Intermediete ComputerSkill 	<ul style="list-style-type: none"> Adaptability Good Teamwork Driven to Goals
Knowledge to Software		
<ul style="list-style-type: none"> Microsoft Office Adobe Photoshop 	<ul style="list-style-type: none"> FESTRONIK Corel Draw 	<ul style="list-style-type: none"> SiRaja Limbah Visual Basic
Professional Affiliates and Activity		
Organization, Role, Scope, Year		
BKM Amanah (Under Department of Public Works and Housing), Officer, Social, 2017 – Present		
<ul style="list-style-type: none"> Prepare and provide all required documents to support the organizations program 		
Contact Information		
Email	: wrezadi@gmail.com	
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LinkedIn	: Reza Adi Wardana	