**CURRICULUM VITAE**

 Do do the best – Focuss – Continous improvement .

# CONTACT INFORMATION

**Dede Sulaeman, ST.**

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**PERSONAL INFORMATION** 

**Nationality :** Indonesia

**Resident of :** Jakarta

 **Birth date :** February 15, 1984

 **Gender :** Male

# EDUCATION BACKGROUND

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| --- | --- | --- |
| **Formal Educational Background**  | **Place**  | **Year**  |
| Junior High School SMP 221  | Jakarta  | 1996 – 1999  |
| Senior High School SMK 54  | Jakarta  | 1999 - 2002  |
| University Faculty of Mechanical IndustryUniversity of Jayabaya (GPA 3.35 of 4)  | Cimanggis  | 2002 – 2006  |

# EXPERIENCE ORGANIZATION

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| --- | --- | --- |
| **Position**  | **Information**  | **Year**  |
| Member |  UKM Football | 2003  |
| Member |  UKM – kerohanian  | 2003-2006  |
| Member  |  HMM  | 2005  |
| Member  |  Tunas muda football  | 2005-2008  |
| **Experience Committee**  | **EVENT**  | **INFORMATION**  | **YEAR**  |
| Staff Sponsorship  | Expo machine UJ  |  HMM  | 2005  |
| Member  | Masa Pengenalan Lingkungan Kampus   |  UJ  | 2005  |

# SEMINAR / TRAINING

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| **Seminar and Training**  |  | Years |  |
| Leader ship  |  |  2007 |  |
| Kaizen - Continous improvement |  |  2008 |  |
| ISO 9001 : 2008 |  |  2008 |  |
| IS0 14001 : 2015 |  |  2010 |  |
| ISO 22000 : 2005 |  |  2010 |  |
| ISO 18001 & SMK3  |  |  2013 |  |
| Safety Officer  |  |  2014 |  |
| Has 23000 |  |  2016 |  |
| 6S  |  |  2017 |   |
| Green Belt  |  |  2019 |  |

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| **WORK EXPERIENCE**  | **Place**  | **Periode**  |
|  Job training – Process knowledge and kaizen  PT. AHM | Jakarta | 2001  |
| Observer PT. Indocement Tunggal Prakarsa | Citeureup Bogor | 2006 |
| QA StaffPT. Multi Prima Sejahtera | Gunung PutriBogor | 2007-2010 |
| Production SupervisorPT. Wahana Citra Nabati | Pulo gadungJakarta | 2010 – 2011 |
| Production SupervisorPT. Agricon | WanaherangBogor | 2011-2015 |
| Finishing LeaderPT. Capsugel | CibinongBogor | 2015- 2016 |
|  Printing EngineerPT. Capsugel | Cibinong Bogor | 2016-2021 |

Process Engineer Cibinong 2021 - present

PT. Capsugel Bogor

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| --- | --- | --- | --- | --- |
|  | **PROFESSIONAL EXPERIENCE**  | **Responsible**  | **Place**  | **Year**  |
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| --- | --- | --- |
| **Position** | **:** | **QUALITY ASSURANCE** |
| **Company** | **:** | PT. MULTI PRIMA SEJAHTERA |
| **Period** | **:** | Nov 2007 to Feb 2010 |
|  |  |  |
| **Responsibilities :** |
| • Controlling of Assembly & manufacturing of raw material, analyzing in process & inspecting product visually, physically and dimension • Internal Auditor ISO 9001: 2008• Quality Assurance controller document, data record control.• Coordinate measurement tooling modification and correction• Controlling drawing and design change• Analysis quality problem and interacting with other department on problem resolution• Reporting to QA SupervisorAchievement ;* Zero critical defect( customer complaint )

Position : Production SupervisorCompany : PT. WAHANA CITRA NABATIPeriod : March 2010 to April 2011 Responsibilities :* Responsibility for production process in blended oil department
* Organizing production schedule with PPIC department
* Blended Oil controller document , data record control
* Analysis production problem and interacting with other department on problem resolution
* Reporting to Production Manager
* Internal Auditor ISO 9001 :2008 & food safety 22000 : 2005

Achievement :* Increase output 250 % daily target with review and optimizing process and production support / equipment
* Reduce 25 % delay order due to internal production issue
* 100 % commit shipping product to customer
* Reduce loss production
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Position : Production SupervisorCompany : PT. AgriconPeriod : April 2011 to April 2015 Responsibilities :* Responsibility for production process formulation and packaging in Insecticide, Rodenticide, Fungicide and Herbicide Dept
* Organizing production schedule with Supply chain department
* Production controller document , data record control
* Analysis production problem and interacting with other department on problem resolution
* Reporting to Production Manager
* Internal Auditor ISO 9001 :2008, Iso 14000 and SMK 3

Achievement :* Increase output Herbicide formulation 20 % - daily target with review and optimizing process and production support / equipment
* Reduce 25 % waste product
* Reduce 20 % waste label and packaging
* Reduce loss production
* Review Over production handling

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| --- |
| Position : Finishing LeaderCompany : PT. CapsugelPeriod : May 2015 – Dec 2015 Responsibilities :* Responsibility for the final process of the capsule product, ensuring the quality of the capsule and leading the employee , wip opr, sorting, weighing packing/packer section
* Organizing schedule with , Production, Printing and Supply chain department
* Receive and control the Work Order from the printing engineer after being checked by QA.
* Provides Work Order Production and Warehouse so that Warehouse can prepare its goods for Printing Only or change labels
* Create a WIP stock report to find out Acceptance from HCM and Delivery of goods to warehouse
* Control the process of packing to fit the demand / work order.
* Control Due Date so that delivery to customers can be on time.
* Responsible for tasks in accordance with established regulations and in accordance with ISO 9001, 14001 and OHSAS 18001 & SMK3
* Play an active role in the implementation of ISO 9001, ISO 14001, OHSAS 18001, SMK3, 5S, GMP, Six Sigma, Capsugel Values and Leader Behavior programs, in accordance with their respective duties, responsibilities and authorities.

Achievement : |

* Supporting to reach KPI Printing Manager
* Full fill and supporting shipping capsule by shipment priority
* 100 % closing finding internal and external audit
* 100 % Handling deviation and CAPA finishing area
* Zero LTI at finishing area

Position : Printing EngineerCompany : PT. CapsugelPeriod : Jan 2016 - July 2021 Responsibilities :* Responsible for all activities of printing, sorting capsules and finishing is carried out in accordance with the target production and applicable procedures. Optimizing productivity in accordance with operating planning and quality standards and ensuring GMP has been implemented in the Printing section.
* Organizing printing schedule with Supply chain department
* Monitor the running of the Printing process, starting from the preparation of G-Roll, Printing Process, and Printing results, as well as the condition of the Printing machine.
* Control the use of print ink and other materials and make reports on the use of goods & PP printing material
* Perform development of printing & sorting machines, improvisation/modification of machines based on cases assisted by Mechanical Print.
* Controlling the capsules coming out of the Borsor machine, includes capsule calculations with colcounter, red customer, maintaining machine cleanliness, capsule dusting process.
* Monitor the Sorting, weighing and packing .
* Control WIP Report
* Coordinating the Procurement of Artwork &Gravure Roll.
* Responsible for tasks in accordance with established regulations and in accordance with ISO 9001, 14001 and OHSAS 18001 & SMK3 by understanding among others: Quality and Environment Policy List of Identification of Health Regulations & Safety-EHS-ENV-08b Play an active role in the implementation of ISO 9001, ISO 14001, OHSAS 18001, SMK3, 5S, GMP, Six Sigma, Capsugel Values and Leader Behaviour programs, in accordance with their respective duties, responsibilities and authorities.
* Maintain and monitoring vbox performance.
* Maintain and monitoring counting rigeltama.
* Project management at Printing and Finishing ( building and sorting daheng machine )

Achievement* Supporting to reach KPI Printing Manager
* Full fill and supporting shipping capsule printing order by shipment priority
* 100 % closing finding internal and external audit
* 100 % Handling deviation and CAPA printing area
* Continous improvement

Reduce scrap box due to defect print interruption and smearedReduce critical printing defetc due to unrectified * Project install 7 sorting daheng
* Zero LTI at Printing area

Position : Process EngineerCompany : PT. CapsugelPeriod : Aug 2021 - PresentResponsibilities :* Responsible to provide engineering and technical support to production personnel to maximize quality and productivity of the capsule manufacturing process to maximize customer satisfaction
* Responsible for continuous process improvement
* Responsible to request maintenance and repairs to production equipment
* Responsible for constituting SOP for operators & shift leaders. Responsible for training of operators and shift leaders
* Responsible for put GMP, ISO 9001, 14001, OHSAS 18001 & SMK3 and HAS 23000 in practice within the production area
* Responsible for maintaining implementation of EHS working conditions, practices in assigned job or area and ensure continuous compliance to Capsugel EHS Standards and local law requirements.
* To set the HCM specifications including stepper dipper program, gelatin temperature, gelatin viscosity, kiln temperature, static pressure, pin lubrication, machine speed and so on
* To determine the causes and lead the effort to solve manufacturing problems. To conduct studies, analyze results to make the capsule production process stable and provide written reports.
* To serve as the technical resource for shift leaders and inform operation group of new equipment, new processes and new procedures
* To initiate and evaluate process improvement projects. Provide feedback to operation manager on performances of new equipment and recommendation of innovation.
* To coordinate size changes for HCM
* To assist operation manager with administrative duties and reports
* To participate in and conduct planning for shutdowns and starts as required, ensuring the plan running orderly and efficiency
* To provide technical and operating information to division as required
* To organize and maintain the operation system in HCM and Borsor, include order parts and supplies as needed
* To set control limits for processes under SPC control within the production room
* To implement EHS SOP, and be responsible for EHS duties related with their position
* To report daily, weekly and monthly of process condition to operation manager
* To participate actively in all program for ISO 9001, ISO 14001, OHSAS 18001, SMK3, HAS 23000, 5S, GMP, Six Sigma, Capsugel Values and Leader Behaviour as required

Achievement* Supporting to reach KPI Production Manager
* Full fill and supporting shipping capsule order by shipment priority
* 100 % closing finding internal and external audit
* 100 % Handling deviation and CAPA printing area
* Continous improvement

Reduce waste capsule at borsor areaReduce variation at borsor areaOptimizes ILD performancesProcess improvement to increase output and bypass* Zero LTI at Printing area

**PERSONAL INFORMATION**  |  |  |
| 1. Languages: Indonesia, English  |  |  |
| 2. Able to operate Ms. Office, MiniTab, SAP  |  |  |
| 3. Wise to make decision and hard worker, able to work in individual and in team  |  |
| 4. Good attitude, systematic, discipline, adaptable, humble and eager to learn.  |  |