

Yaska Amaputra Hermawan

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EDUCATION

Bina Nusantara University

Ilmu Komunikasi

Jakarta Barat, Indonesia

Sep, 2016 – Feb 2020

TECHNICAL SKILLS

Software : Microsoft Office, Canva

Language : Bahasa Indonesia (native) & Bahasa Inggris (Good)

WORK EXPERIENCES

PT Mitsui Leasing Capital Indonesia

Corporate Affairs Officer, Corporate Secretary

[May, 2021 – current]

1. Ensured the board of directors and the board of commissioners on making decision such as supporting the needs of General Meeting of Shareholders and other corporate agendas with regards to the decision-making process.
2. Ensured the needs and obligations of applicable laws and regulations by involving the process of arranging circular resolution of shareholders, amendment of company deeds, and other company's documents including but not limited to the list of shareholders, the minutes of the board of directors meeting, circular resolution of general meetings of shareholders and the company's deeds are well documented.
3. Ensured that guidelines of the good corporate governance and the code of ethics have been prepared, evaluated regularly, and the organisation goals by propose and arrange for annual corporate secretary.
4. Ensured and performed the company event and corporate social responsibility activities in accordance with OJK regulations and applicable laws, regulations as well as involving in the company and act as a liaison/mediator between the company and all stakeholders and commutates company activities in an accurate and timely manner.
5. Ensured and performed routine (monthly, quarterly, semester, and annual) and incidental reporting to authorities namely OJK, PPATK, KPK, APPI and POLRI. Become a PIC in the OJK reporting applications (SIJINGGA, SIPEDULI, SIGAP, APPK, and APOLO) and PPATK reporting applications (GoAML and SIPESAT)
6. Ensure and performed creating graphic designs for companies using the Canva Application such as greetings for holidays, important days, and requests from other divisions.

Bening Communication (Public Relation Agency)

Internship

[Jan, 2021 – May, 2021]

To continue to learn and gain experience, I had an internship at Bening Communication

1. Media relation
2. Managing social media content
3. Social media admin
4. Public relation support

PT Pertamina Lubricants

Corporate Secretary (Stakeholders Relation) Internship

[Sep, 2019 – Des, 2019]

In 7th semester, I had the opportunity to internship again at PT Pertamina Lubricants with the same division, namely Corporate Secretary

1. Developed press release.
2. Managed social media and website update.
3. Managed public relation activity (CSR, external event, and internal event)
4. Supported public relation job desk.

PT Pertamina Lubricants

Corporate Secretary (Stakeholders Relation) Internship

[Agt, 2018 – Jan, 2019]

To support learning during college, in 5th semester I had an internship at PT Pertamina Lubricants, especially in the Corporate Secretary Division for the second time.

1. Developed press release.
2. Media Relation
3. Managed public relation activity (CSR, external event, and internal event)
4. Supported public relation job desk.