

CURRICULUM VITAE

PERSONAL DETAILS:

Name : Nana Norsana
Place & Date of Birth : Barabai, Augusts 30th, 1972
Sex : Female
Marital Status : Married
Religion : Moslem
Nationality : Indonesia
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Balikpapan, East Kalimantan.
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EDUCATION :

Year	School / Institutions
2005	Graduated from Economy Management University
1991	Graduate from SMA Negeri 2 Banjarmasin
1988	Graduated from SMP Negeri I Kotabaru
1985	Graduated from SD Negeri GajahMada

WORK EXPERIENCE :

2018 – present : PT THIESS CONTRACTORS INDONESIA
Training Centre Balikpapan
Senior Supervisor Training Administration

Job Descriptions :

- Lead the Administration training team including performance management of team members
- To manage and supervise training administration and Training Centre Budget
- to coordinate the provision of administrative support for the Thiess Training Centre personnel and trainees in order to increase the productivity , effectiveness and efficiency of Thiess personnel.
- Maintain a close working relationship with all T&D Dept Staff and other TCI stakeholders
- Manage the administration systems and record to ensure compliance with the company standards and requirements
- Manage courses and general training center administration. This include apprentice administration, course nomination and recording
- Manage and monitor external training and certification process
- Manage cost control and budgeting for Training Centre Dept.
- Conduct training Filling System for Administration staff and other training related Administration tasks

2002 – 2018 : PT THIESS CONTRACTORS INDONESIA
Training & Development Centre Balikpapan
Supervisor Training Administration

Job Descriptions :

- Conduct training Interactive communication for Apprenticeship Program and other training related soft skill training /Administration
- Administer and maintain personnel administration of T&D Department and TCI Apprenticeship. This is to include personnel files, leave status/admin, staff movement, medical check-up record, PPE record, etc.
- Administer and control all training documentation in accordance with the TMS. This is to include course nomination, apprentices administration and recording procedures
- Conduct document control procedures in accordance with the TMS and ensure appropriate access & strict confidentiality of Training Filling System.
- Manage financial process for T&D employees & Apprentices such as cash advance, expense claims, medical claims and purchase requisition.
- Support site/project to process License K3 (SIO) certification such as Crane, Forklift, Overhead Crane, etc.
- Manage financial reporting for the cost code Apprentices Program and Training Program Department.
- Organize invoicing process of payment dormitory apprentices and external training invoices.
- Manage the administration of office and facilities including cleaning, room booking, stationary and repair & maintenance of T&D area.
- Manage Training Course and general training centre administration (provide training class room, training materials, attendance sheet, course evaluation, trainer evaluation, etc.)
- Maintain On Job Training Program (recruitment, documentation, and other training process)
- Provide dormitory requisition for TCI apprentices when off job training in Balikpapan
- Manage other financial process for any event at T&D Department (graduation ceremony, gathering, etc.)

2001 – 2002 : PT THIESS CONTRACTORS INDONESIA
Senakin Mine Project (PT Arutmin)
Training Coordinator, Senakin Mine Project

Job Descriptions:

- Establishing and developing training needs on site and providing systems related to training matters as required,
- Preparing training program based on the Training Need Analysis (TNA) of site,
- Reviewing and analyzing our training programs for improvements and follow up training results implementation,
- Organizing the training schedule,
- Coordinating with related departments or training service providers,
- Coordinating and supervising subordinates within the training section and:
- Compiling periodic reports of training activities.

2000 – 2001 : PT THIESS CONTRACTORS INDONESIA
Senakin Mine Project (PT Arutmin)
Training and Development Officer, Senakin Mine

Job Descriptions:

- Organizing the training schedule
- Ensure the training record is up to date
- Liaison the training and development with other dept.
- Maintain filing system under Training Centre
- Manage Training Course and general training centre administration (provide training class room, training materials, attendance sheet, course evaluation, trainer evaluation, etc.
- Coordinate with BPN Training Centre to provide training in/out site.
- Provide travel and accommodation for instructors from in/out sites.
- Purchase Requisition Register
- Handle Labelling Machine as required.
- To ensure that library is adequately resources and a register of outgoing material is maintained

1998 – 2000 : BHP Coal Indonesia/PT. Arutmin Indonesia
Training and Development Officer, Senakin Mine

Job Descriptions:

- Provide all training schedules, and data input in data base system
- Prepare weekly meeting and minutes of meeting for Training Centre Staff
- Purchase Requisition Register
- Liaise training and development with other dept.
- Providing class room, attendance sheet and training report.
- Ensure the training record is up to date
- Ensure employee skill point system is up to date
- Ensure tools and equipment register are reported every month.
- Instruct and delegate task to the on the job training (from SMU or KLK)
- Provide travel and accommodation for instructors from in/out sites.
- To ensure that library is adequately resources and a register of outgoing material is maintained
- Coordinate the transmission, receipt and distributed of Sr. Maintenance (Training) Supervisor faxes and email
- Coordinate the sending, logging and distribution of Sr. Maintenance (Training) Supervisor correspondence
- Ensure all files and training passport are correctly stored
- Handle Labelling Machine as required
- Type all reports from the trainers or maintenance training staffs as required
- Inventory control for Fabrication/Machine/Rigging Shop crews
- Recording Fabrication/Machine/Rigging Shop report activities

1994 – 1998

: BHP Coal Indonesia/PT. Arutmin Indonesia
(North Pulau Laut Coal Terminal
Secretary – Administration Department

Job Descriptions:

- Handling a variety of routine and specialist functional office duties.
- Responsible for an efficient and effective manner, daily correspondence, reports, lists tables, statistical data, office procedures, relevant terminology and basic admin techniques and practices.
- Dealing with the correct and congenial manner with visitors and Company's staff, liaison with other Secretaries, administration staff.
- Provide monthly report such as monthly manpower strength
- To control general filing system especially for Administration Department.
- Coordinate the transmission, received and distribution of Administration Supt. correspondence
- Take minutes of meetings as requested and distribute or file as directed
- Coordinate the sending, logging and distribution of Administration Superintendent correspondence

TRAINING ATTENDED (PELATIHAN YANG DIIKUTI) / CERTIFICATION ACQUIRED (SERTIFIKASI YANG DIMILIKI)				
No	Year	Course Title / Certification	Course Provider / Issued by	Venue
1	2023	Creating Respectful Workplaces Training	PT. Thiess Contractors Indonesia	Balikpapan
2	2022	Middle Manager Leadership Program	PT. Thiess Contractors Indonesia	Jakarta
3	2018	E Filling management berbasis ISO 15489	External training	Jakarta
4	2018	Overview of ISO 9001:2015 (Quality Management System)	External Training	Balikpapan
5	2016	Budgeting and Cost Control Training	External Training	Jakarta
6	2013	Performance Management	PT. Thiess Contractors Indonesia	Balikpapan
7	2012	Personnel Administration Development Program	Value Consultant Training	Jakarta
8	2011	Safety Leadership	PT. Thiess Contractors Indonesia	Balikpapan
9	2009	TMS Super User	PT. Thiess Contractors Indonesia	Balikpapan
10	2009	Fire Safety	PT. Thiess Contractors Indonesia	Balikpapan
11	2008	Internal Audit	PT. Thiess Contractors Indonesia	Balikpapan

12	2008	Incident Investigation & Reporting	PT. Thiess Contractors Indonesia	Balikpapan
13	2007	JDE HRIS	PT. Thiess Contractors Indonesia	Balikpapan
14	2006	Cross Culture Awareness	PT. Thiess Contractors Indonesia	Balikpapan
15	2006	Filing System Management	LP3I Balikpapan	Balikpapan
16	2006	How to Identify Improvement Opportunities	PQM - Jakarta	Balikpapan
17	2004	Office Management Course	LPPM - Jakarta	Jakarta
18	2004	Leadership and Supervisory Training	PT. Thiess Contractors Indonesia	Balikpapan
19	2004	Supervisory Safety Level 1	PT. Thiess Contractors Indonesia	Balikpapan
20	2004	Operate Intermediate Microsoft Excel 2000	PT. Thiess Contractors Indonesia	Balikpapan
21	2004	Behavioural Interviewing Workshop	PT. Thiess Contractors Indonesia – HRD Jakarta – Graham Almond	Balikpapan
22	2003	Safe Behaviour Observation	PT. Thiess Contractors Indonesia	Balikpapan
23	2003	Waste Workshop Management	PT. Thiess Contractors Indonesia	Balikpapan
24	2003	Emergency Procedure	PT. Thiess Contractors Indonesia	Balikpapan
25	2003	Basic First Aid	PT. Thiess Contractors Indonesia	Balikpapan
26	2003	Introduction of Frontline Management Initiative	PT. Thiess Contractors Indonesia	Balikpapan
27	2003	Basic JDE	PT. Thiess Contractors Indonesia	Balikpapan
28	2003	Microsoft Access 2000	PT. Thiess Contractors Indonesia	Balikpapan
29	2003	Environmental Awareness	PT. Thiess Contractors Indonesia	Balikpapan
30	2002	Management Supervisory	LPK Citratama Surabaya	Senakin
31	2001	Train the Trainers Category 2	PT. Thiess Contractors Indonesia – Bpn Training Centre – by Stave Lane	Balikpapan
32	2001	Training the Trainers	Prasetya Mulya, Jakarta	Jakarta
33	2000	Frontline Supervisor Course	PT. Thiess Contractors Indonesia	Balikpapan
34	1999	First Aid Training	Badan SAR Nasional, Jakarta	Senakin
35	1999	Problem Solving & Decision Making	Prasetya Mulya, Jakarta	Kotabaru

36	1998	Training for Secretary	Polytechnic Samarinda - NPLCT	Kotabaru
37	1998	Filing System	Polytechnic Samarinda - Balikpapan	Kotabaru
38	1995	English Training	BHP Coal Indonesia – Pre Advance Level.	Kotabaru
39	1994	Professional Business Report Writing	METRI - Jakarta	Balikpapan