



# Yogi Anugerah Ramadhan

## RESUME OBJECTIVES

**Dedicated Human Resource Specialist** with over **10** years of comprehensive human resource experience including **Communication & Internal Relations, Third Party Management, as well as Training & Development**. Seeking an opportunity in a company that promotes growth and continually stresses innovation in all aspects of HR activity. To obtain a position where my skills and abilities will benefit the smooth running of the department.

## EXPERIENCES

### • October 2023 – Present

Learning & Development Strategic Assistant Manager • PT Patra Jasa

- Supervise Preparation, arrangement, and implementation training programs (in-house and individual/public).
- Supervise training implementation status and updates
- Supervise training records and database, as well as other documentation & paperwork related to training programs
- Supervise whole internship program
- Creating procedure or workflow within organization involves outlining the steps, responsibilities, and guidelines necessary to ensure tasks are completed and consistently.

#### Achievement

- Work System for Internship
- Work System for training database
- Learning Management System
- Procedure/workflow

### • August 2017 – September 2023

Training & Development Services Officer • PT Pertamina Hulu Energi

- Prepare, arrange, and implement training programs (in-house and individual/public).
- Coordinate training implementation status and updates
- Process training invoice and expense
- Manage and update training records and database, as well as other documentation & paperwork related to training programs
- Manage & maintain whole internship program, from recruiting until final project assessment

#### Achievement

- Work System for Internship
- Internship web application

### • March 2016 – August 2017

Third Party Management Officer • PT Pertamina Hulu Energi

- Provide and monitor all documentation, paperwork and process related with Third Party Management/contractor
- Prepare supporting document for new contract development and/or amendment.
- Coordinate and record hiring, movement and resignation process.
- Coordinate administration process conducted by contractor (tax payment, medical insurance payment, BPJS payment, etc.).
- Coordinate service performance review and perform quarterly meetings as scheduled.
- Create project reports and handle other administrative tasks.

#### Achievement

- Transition Service Contract Project into Third Party Contract Workers
- Selection of Insurance for Third Party Contract Workers

### • September 2012 – February 2016

Communication & Internal Relation Officer • PT Pertamina Hulu Energi WMO

- Organize company events and activities from planning, execution, to evaluation.
- Design announcement teaser for all company activities.
- Covering company events and write news article to be published in internal media communication
- Manage internal web portal, website and corporate email blast
- Maintain communication and relationship with employee and/or family on special occasions.

## PERSONAL INFO:

08128161309  
yogi.anugerah@gmail.com  
www.linkedin.com/in/yogi-anugerah-ramadhan  
24 June 1983  
Jl. Anyelir 2 Blok W1 No. 18  
Taman Cimanggu Bogor  
16164

## EDUCATIONS

- **Bachelor of Business Administration**, 2005-2007  
University of Indonesia.
- **Diploma of Finance Administration & Banking**, 2001-2005 University of Indonesia.

## SEMINARS & TRAININGS

- **Service Excellent for Service Quality Skills** by Talkinc, November 7<sup>th</sup>, 2024.
- **Internal Auditor of Integrated, Quality, Environmental, Occupational Health and Safety, Information Security, Anti Bribery, and Facility Management System** at PT Patra Jasa by PT TUV Rheinland Indonesia, August 5 – 9, 2024.
- **Awareness of Integrated, Quality, Environmental, Occupational Health and Safety, Information Security, Anti Bribery, and Facility Management System** at PT Patra Jasa by PT TUV Rheinland Indonesia, August 5 – 9, 2024.
- **Certified Procurement Officer** by Anggada Duta Wisesa, May 6 – 8, 2024.
- **Boosting Confidence & Understanding People** by Talkinc, December 7, 2023.

▪ **Workshop of Slide Design using Powerpoint & Presentation** by Artistik Salindia Lima, July 4 – 6, 2023.

▪ **Skill Fundamental HRD Series** by Bangun Energi, April – June 2021.

▪ **Basic Service Quality Training** by Service Quality Centre, November 18, 2019.

▪ **Media Relation** by Fresh Consultant, December 16 – 18, 2015.

▪ **Impact Communication Skills** by Talk Inc., April 20 – 21, 2015.

▪ **Impact Communication Skills** by Talk Inc., April 20 – 21, 2015.

▪ **Basic Sea Survival**, by JOTC, October 9<sup>th</sup>, 2014.

▪ **Service Excellence & Solid Partnership**, by Service Quality Centre, October 16 – 18, 2013.

- Maintain communication and relationship with media.
- Create project reports and handle other administrative tasks.

#### Achievement

- As Logistic Coordinator & Field Coordinator in Family Day 2013 & Family Day 2014
- As Field Coordinator in Media Gathering 2015

#### • October 2008 – August 2012

Credit Investigator • PT Bank Bukopin Tbk

- Give appraisal of collateral for credit purpose.
- Collecting debtor's candidate information through *Bank Checking* and *Personal Checking*.
- Create project reports and handle other administrative tasks.

#### • January 2005 – December 2007

Telkomsel Personal Representatives • PT Telekomunikasi Seluler Indonesia

- Coordinate and lead the team (2 – 3 persons) in managing schedule for events.
- Provide information about products, services and cellular operating systems.
- Handle and follow up customer complaints.
- Marketing activities in some promotion events such as exhibition, road show, concert, launching new products.
- Marketing survey by doing telemarketing or distributing questionnaire to customers.

LANGUAGES	SKILLS	APPLICATION
Bahasa	Communication Skills	Microsoft Office
English	Administrative Expert	SAP
	Teamwork	Canva

