

# CURRICULUM VITAE



## PERSONAL DATA

Name : Sandra Dinuto Pancasasi  
Citizen : Indonesian  
Birthplace, Date of Birth : Purwokerto, May 01<sup>st</sup>, 1978  
Home Address : Jl. Marinir Tengah 4 Blok AC1 no. 13, Pondok Kelapa, Duren Sawit, East Jakarta, Jakarta, Indonesia 13450  
Mobile Number : +62 811 911 0320  
Email : sandra.pancasasi@gmail.com

## EDUCATION

2017	S2 Degree - Magister of Gas Management, Chemical Engineering - Indonesia University at Jakarta
2003	S1 Degree - Mechanical Engineering - Gadjah Mada University at Jogjakarta
1996	Senior High School - SMA Negeri 1 Purworejo at Central Java
1993	Junior High School - SMP Negeri 1 Purworejo at Central Java
1990	Elementary School - SD Negeri Pangengudang at Purworejo, Central Java

## EXECUTIVE SUMMARY

Within more than 15 years of experience in the Oil and Gas industry, enforced to know how to do my job with an efficient task, build strong leadership, and develop good communication between all related parties including my subordinates. Established soft skill training from some training periods and hard skill knowledge during Master degree in Chemical Engineering help me to strive in many tight schedules of high target achievements. And that can only be done by good process multiplied with discipline.

## WORK EXPERIENCE

2018 - Present	<b>Senior Supervisor Mechanical, Central Production Dept., Pertamina Hulu Energy Offshore South East Sumatera (PHE OSES)</b> <ul style="list-style-type: none"><li>• Maintain reliability and availability equipments within efficient budget</li><li>• Deeply technical knowledge, especially various of pumps, engines, compressors, turbines, and heat exchangers</li><li>• Perform troubleshoot and root cause analysis to prevent further failures</li><li>• Manage mechanic technician, including work plan &amp; schedule, both daily and weekly reporting, including Equipment Service Reports.</li><li>• Monitors and follow up findings based on inspection by internal and third parties</li></ul>
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- Actives collaborate with Maintenance Planner & Purchasing Dept. to initiate equipment improvements, parts purchasing, and develop new contracts
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**2014 - 2018**

**Senior Supervisor Production Remote, Central Business Unit Dept., CNOOC SES Ltd.**

- Monitors and Optimizes oil well remotes offshore platform to maintain oil production
  - Maintains or keeps oil production above annual target, by minimize loss production and increase percentage of ESP run life (wells and ampere charts review, proactive wells troubleshooting, and daily monitoring WIP performance)
  - Plans and accomplish of annual project needed to be done to ensure facilities integrity and smooth operation
  - Monitors implementation housekeeping on remote platform that his duty area
  - Actives to perform on site tutorial training to operator to improve operator competency and knowledge.
  - Monitors platforms and surface production facilities integrity by closing KPI, form checklist of critical production facilities, IPM and maintenance monitoring and regular inspection
  - Coordinates with maintenance group to conduct maintenance activities of equipment of oil production facilities at remotes platform
  - Prevents incident, accident, or even fatality and ensures every operation activities are complied with company QHSE policies and procedures
  - Continues involvement to all company safety programs, including STOP (Safety Training & Observation Program), follow up for unsafe condition, and near missed reports.
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**2009 - 2014**

**Senior Contract & Inventory Engineer, Logistics & Marine Dept., CNOOC SES Ltd.**

- Managed contract goods & services to support operations within result efficiency, cost saving, and value creation for Company
- Worked together with Procurement Department to developed best procurement strategy
- Delivered complex technical aspect contract as per required specification, such as; Floating Storage Offloading (FSO), Catering and Maintenance Services, and Charter & New Build Vessels Project. Also involved in various types of contract in which required by operations
- Identified commercial and legal contract aspects. Worked along with Procurement, Legal, HSE and Audit Dept., to ensure Contract Compliance
- Conducted efficiency on negotiation proficiency to obtain cost saving and project delivery in timely manner
- Reviewed Vendors performance during contract period based on Contract compliance, budget, HSE and created the Reports for Management
- Optimized Inventory level, setup min-max stock within minimum budget. Collaborative worked with Warehouse Management team to minimize the dead stock and reduce the distribution time.

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**2004 - 2009**

**Logistics Foreman at Trakindo Utama Tembagapura Division**

- Receiving and reviewing purchase requisitions from various departments and projects, and making sure they are properly approved.
- Preparing Request for Quotation forms and route them to Suppliers/Contractors for them to quote/bid.
- Doing quotation analysis and recommend the Supplier/Contractor based on the criteria and standards of the organization.
- Processing Purchase Orders and placing orders with Suppliers/Contractors.
- Processing payment, co-operating with Account department to ensure timely payment to Vendors/Contractors.
- Plan the logistic resources, based on user requirements in short, medium and long range planning basis. Responsible for Forecasting and Purchasing Plan accuracy, aims of target 100% Forecast accuracy, was achieved on 87.8% accurate.
- Responsible for 100% materials availability, due Trakindo Utama MARC support, CAT Rental programs, and also fully supports for Freeport Indonesia maintenance operations. Materials availability currently achieved 99.8% for stocked items.
- Responsible for all the in-country logistics co-ordination involved in receiving and onward transportation of all the incoming project materials. Monitoring the receipting of all the material shipments from suppliers, checking against the Purchase Order requirements, expediting the material delivery schedule in accordance with the requirement for its consumption.
- Monitor and execute Dead Stock Items, assist to management in organization and disposal of client based surplus materials as required. With parameter; no demand on 12-24 months. Removing with the option of Used Parts Sales program, and Parts Return Authorization (PRA) program back to suppliers/Caterpillar. It achieved on 2 years from 46% acceptance in the first year, and then increase until 95% acceptance in the second year.
- To process parts for New Product Introduction (NPI) to cover the demand of the new machine or additional unit population. Protect the recommended parts list and to maintain protective stock as necessary. Also ensure the new coming machine is covered with adequate protective stock until call/demand history take over the ordering system.
- Responsible for the Material Inventory Control, Procurement & Logistics co-ordination. Establish and maintaining cooperative, respectful, and effective relationships with those contacted in the course of work.
- Prepare monthly and quarterly report of Inventory's KPI and activities; also assist to management in the performance audits, cycles of counting, and stock checking of inventory.
- Practices the highest level of Safety awareness standards on a daily basis base on "Five Star" NOSA Standard.

## TECHNICAL COMPETENCIES

Key Competency	Sub Competency
<ul style="list-style-type: none"> <li>Mechanical Engineer</li> </ul>	<ul style="list-style-type: none"> <li>Thermodynamics Knowledge</li> <li>Rotating Equipment Operations &amp; Maintenance</li> <li>Project Management</li> <li>Manufacturing Process Knowledge</li> <li>Problem Solving</li> <li>Technical Communication</li> </ul>
<ul style="list-style-type: none"> <li>Oil and Gas Production Operation</li> </ul>	<ul style="list-style-type: none"> <li>Fundamental of Production Operation</li> <li>Oil and Gas Processing and Surface Production Facilities</li> <li>Pipeline Operation and Maintenance</li> <li>Well Production Tests, Fluid Sampling and Analysis</li> <li>Fundamental Oil and Gas Treatment Processing and Operation</li> <li>Advanced Gas Treatment Processes and Operation</li> </ul>
<ul style="list-style-type: none"> <li>Contract Management</li> </ul>	<ul style="list-style-type: none"> <li>Contract Development and Drafting</li> <li>Strategic Sourcing</li> <li>Negotiation Tactics and Planning</li> <li>Contractual Law and Compliance</li> <li>Risk Management</li> <li>Handling Conflicts and Dispute Resolutions</li> <li>Supplier Performance Framework</li> <li>Relations Management</li> </ul>
<ul style="list-style-type: none"> <li>Logistic Operations &amp; Management</li> </ul>	<ul style="list-style-type: none"> <li>Inventory Management and Control</li> <li>Warehouse Management Systems</li> <li>Cataloging</li> <li>Material Identification and Specification (KIMAP)</li> <li>Supply Chain Management and Synchronization</li> <li>Logistics Management and Procurement System</li> <li>Material Requirements Planning</li> <li>Enterprise Resources Planning</li> <li>Distribution Management</li> <li>Transportation Management</li> <li>Vendor Managed Inventory</li> <li>Security and Hazardous Materials Regulations</li> <li>Warehouse Safety</li> </ul>

## COMPUTER SKILLS

- ERP System: SAP
- Office Application: Microsoft Office (Word, Excel, PowerPoint)

## TRAININGS

2025	Basic Sea Survival
2024	Project Preparation & Readiness Management
2023	Safety Work Permits
2017	Accident Incident Investigation
2017	QHSE Management System

2016	Safety Leadership
2016	Chemical Operations for Oil & Gas
2015	ISO 14001:2004 Implementation & Introduction to Audit
2015	Implementation with 5S Approach for Better Workplace Management
2014	Presentation Skills
2014	Assertive & Influencing Skill
2014	OHSAS 18001:2007
2013	Modern Safety Management
2012	Negotiation Skills
2011	Local Content Realization, Verification, and Reporting
2011	Mentoring Partnership Training
2010	Contract, Tender Management at Oil & Gas Industry
2010	Creative Thinking and Continuous Improvement
2009	Introduction to Oil and Gas

I hereby declare that everything I write is true and accountable.