

SKILL



OPERATING COMPUTER

Microsoft Office, Internet , Program visual basic, Program Foxpro,
Program Limax Accounting

EMPLOYMENT EXPERIENCE

➤ **Januari 2009 – Oktober 2010**

Company : **PT. Radio Pratama Mahardika**

Location : Bandar Lampung

Position : Announcer

Responsibilities

- ⊕ Broadcaster should be able to act as an entertainer, modifiers circumstances, information, and even friends who must have extensive knowledge.
- ⊕ Moreover broadcasters are also required by the listener to be able to communicate bebagai communicator of ideas, concepts and emotions in the form of entertainment information, interviews, Commercial Copy, Game Show and even gossip.

➤ **Oktober 2010 – Agustus 2011**

Company : **Surat Kabar Harian Lampung**

Location : Bandar Lampung

Position : Marketing

Responsibilities

- ⊕ responsible for presented a proposal in the ad that will be made and ask for approval advertiser.
- ⊕ convince clients that interested in advertising through newspaper media. Or solicit advertisers to advertise products or services on newspaper media

➤ **Februari 2012 – Agustus 2013**

Company : **PT. Bandar Agung Mulia**
Project : Malinau Coal Project
Location : Kalimantan Utara
Position : Administration

Responsibilities

- ⊕ Make PO sperpart to Dump truck
- ⊕ Create invoices coal
- ⊕ Noted sperpart used driver
- ⊕ Calculate the amount of tonnage transported driver
- ⊕ Calculating Payroll driver

➤ **April 2014 – Present**

Company : **PT. Saba Pratama**
Location : Jakarta
Position : HR & Recuitment
Client : PT. Alstom Grid

Responsibilities

- ⊕ Responsible for managing the planning, implementation and supervision of employees and development of quality employees.
- ⊕ Creating an effective HR systems like create SOP, job description and development system etc.
- ⊕ Have full responsibility for the employee recruitment process, from finding job candidates, up to the selection interview. Selection, promotion, demotion Transferring and employees deemed necessary.
- ⊕ Being responsible on matters relating to employee absenteeism, calculation of salaries, bonuses and benefits.
- ⊕ Creating employment contract employees as well as renew the validity period of the employment contract.
- ⊕ Exercise disciplinary action on employees who violate the rules or policies of the company.
- ⊕ Registering employees BPJS Kesehatan & BPJS Ketenagakerjaan

HARIAN LAMPUNG

Membawa Aspirasi Baru

Alamat Redaksi : Jl. Sultan Haji No. 4 Kota Sepang - Kedaton - B. Lampung Telp. (0721) 7632814
email:redaksi-harianlampung@yahoo.com-redaksiharianlampung@ymail.com

SURAT TUGAS

Nomor: 405/HL/Red/VI/2011

Diberikan surat tugas ini kepada :

N a m a . : Ndaru Wijaya

U m u r : 22 tahun

Alamat : Jl. Narada Gg. Damai Jagabaya I, Bandar Lampung

Jabatan : Marketing

Untuk melaksanakan tugas-tugas Jurnalistik/Pemasaran iklan sesuai ketentuan UU Nomor 40 Tahun 1999 Untuk Pemasaran Iklan.

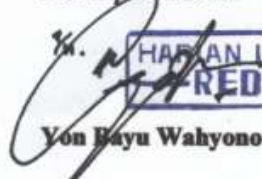

Dimohon kepada semua pihak untuk dapat kiranya membantunya dalam melaksanakan tugas-tugas dimaksud.

Surat tugas ini berlaku sampai dengan : 1 Agustus 2011

Demikian surat tugas ini agar dapat dipergunakan sebagaimana mestinya.

Bandar Lampung, 1 Juni 2011

Pemimpin Redaksi



Yon Bayu Wahyono



PT. BANDAR AGUNG MULIA

Office: Jl. Soekarno Hatta No.9, Bandar Lampung - Indonesia

Telp: 0721-774638, 7473580 Fax: 0721-774637

Office 2: "Torindo Tower", 6th Floor, Komplek Sutra Niaga 3 No.1, Serpong, Tangerang

Telp: 021-5395678 Fax: 021-5397596

SURAT PENGALAMAN KERJA

No.231/08/KR/1X

Dengan Ini Menerangkan Bahwa:

Nama : Ndaru Wijaya
Tempat Tgl Lahir : Bandar Lampung, 18 Juli 1988
Proyek Dan Lokasi : PT BANDAR AGUNG MULIA, JL Kolam Indah No 17 Desa Batu Lidung Kec, Malinau Kabupaten Malinau
Kota : Malinau (Kalimantan Timur)
Jabatan : Admin Transportasi Batu Bara
Masa Kerja : 2 Februari 2012 s/d 05 Agustus 2013
Alasan Berhenti : Mengundurkan Diri

Kami mengucapkan terima kasih atas usaha dan dedikasi yang telah saudara berikan kepada

PT. BANDAR AGUNG MULIA selama ini, Semoga Prestasi dan keberhasilan selalu menyertai saudara pada masa yang akan datang.

Demikian surat ini dibuat, agar dapat dipergunakan dengan seperlunya.

Malinau, 05 Agustus 2013
PT. BANDAR AGUNG MULIA



Edi Ansyori
Site Koordinator

Sertifikat

Diberikan Kepada :

NDARU WIJAYA

Sebagai :

Ketua Panitia

Radio Announcer Short Course

Gedung Rektorat, Kampus A
Universitas Bandar Lampung
Jum'at, 12 Juni 2009

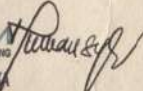



UBL-ipec
International Program of English and Communication

Tissa Zadya, SE, MM
Ka. Prodi Ilmu Komunikasi UBL

ST RFM
LAMPUNG

PT. RADIO PRATAMA MAHARDIKA


Iwan Marliansyah

Pemateri / Pimpinan **STAR**