

**HENDRA S.Kom**

Jl.Cimindi Timur Rt.01/23 No.07 Kel.Cibeureum Kec.Cimahi Selatan Kota Cimahi Jawa Barat Indonesia

**Mobile phone: 08112225441**

**e-mail : Hendra.adiputra@yahoo.co.id**



Bandung, 05 July , 2018

To

HR Regional Office SwissBel Hotel International

In Jakarta

Warmest Greeting

Based on these considerations, knowledge, and information about the job, I inters to apply for the position of field operation area and hope to join the company.

I filed an application in the company to give the best contribution to the advancement of the company, progress and my future career. I am sure, my contribution will be useful for companies.

I have a strong will to learn something new, fast learner and interact with a new environment, analytical skills, communicate efficiently and effectively, high motivation. I was able to contribute to the advancement of the company.

For your consideration, I enclose herewith curriculum vitae, copy of diplomas and transcripts, and a recent photograph.

Thus I created this cover letter to be considered. For the attention of Mr / Ms, I thank you.

Best Regards,

**Hendra S.Kom**



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**PERSONAL DETAILS**



|  |  |
| --- | --- |
| Date of Birth | : Mei 02th, 1982 |
| Place of Birth | : Bandung |
| Gender | : Male |
| Religion | : Moslem |
| Marital Status | : Married  |
| Contact Address | **:** Jl.Cimindi Timur Rt.01/23 No.07 Kel.Cibeureum Kec.Cimahi Selatan Kota Cimahi |
|  | 40535 |  |
| Mobile Phone Number | : **08112225441** |
| Permanent Address | : **Jl.Cimindi Timur Rt.01/23 No.07 Kel.Cibeureum Kec.Cimahi Selatan Kota Cimahi** |
|  | **40535** |  |
| Email | : Hendra.adiputra@yahoo.co.id |
|  |  |  |  |

**FORMAL EDUCATION**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University/School** | **Faculty** | **Majors** | **Degree** | **Year** |  |
|  |  |  |  |  |  |
| STMIK JABAR | Computer | System Information | Programmer and | 2004 – 2007 |  |
| (SI) | System analyst |  |
|  |  |  |  |
| STMIK JABAR | Computer | Computer Accounting | Computer Accounting | 2000-2004 |  |
| (DIII) |  |
|  |  |  |  |  |
| SMA Pasundan 1 cimahi | - | IPA | Senior High School | 1997-2000 |  |
| SMP N 47 | - | - | Junior High School | 1994-1997 |  |
| SDN | - |  | Elementary School | 1988-1994 |  |



**LANGUAGE SKILL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Languages** | **Speak** | **Read** | **Write** |
|  |  |  |  |  |
| English |  | B | B | B |
|  |  |  |  |  |
| Indonesia |  | A | A | A |
|  |  |  |  |
| Programming | B | B | B |
|  |  |  |  |
| Sundanese | A | B | B |
|  |  |  |  |  |
| Note: | A : Excellent B : Good C : Fair | D : Bad |  |  |

**COMPUTER SKILL**



|  |  |  |
| --- | --- | --- |
| **Computer Parts** | **Categories** | **Details** |
|  |  |  |
| Software | Office | Microsoft Word, Excel, Power Point, Publisher, Project, Visio |
|  |  |  |
|  | System Operation | , MS. Windows 2000, MS Windows XP,Windows Server 2003/2008, |
|  |  | Linux, VISTA,W7,8,10 Microtic, Anlab, VMWare. |
|  | Database | SQL Mysql, MS. Access |
|  |  |  |
|  | Programming | Visual Basic, Delphi, Pascal, PHP, HTML |
|  |  |  |
|  | Graphic & Animation | Swish, Flash, Adobe Photoshop, Corel , Visio |
|  |  |  |
|  | Computer Networking | LAN, Installation LAN and Caballing, installation Wi-Fi, building |
|  |  | networking, trouble shoot, Infrastructure plan. |
| Hardware | Peripherals | Skill Level: Good |
|  |  |  |
| System Hotel | EXPERT, Relta, | Skill Level : Good |
|  | Opera, Sunsystems, |  |
|  | Shimphony, Micros, |  |
|  | Material Control, |  |
|  | Infrasys, VHP, Power |  |
|  | Pro, Emerald, |  |
|  | ESCAP, Fols. |  |

**Project achievement :**

1. Create Web mail Garden Permata Hotel
2. Create Web Mail Ibis Bandung Pasteur
3. Create Web Holiday Inn Bandung
4. Create TV Promo with Flash and PHP
5. Create Web for EO in Bandung
6. Create Program Penggajian dan absensi with Visual Basic

**PRACTICAL EXPERIENCES**



|  |  |  |
| --- | --- | --- |
|  | **Activities** | **Year** |
|  |  |  |
| 1. | Work Practice PLN (Persero) Cimahi As Programmer | 2003 |
|  | Analyze about PENGELUARAN DAN PENERIMAAN KAS |  |
|  | with Visual Basic |  |
| 2. | Work Practice at Hotel Parahiangan Bandung As Programmer | 2006 |
|  | about PENGOLAHAN DATA PENGUNJUNG HOTEL with |  |
|  | Visual Basic |  |
| 3. | IT Support at PT. MIDTAU | 2007 |
| 4. | IT Officer at PT.MONEX | 2007-2008 |
| 5. | Technician Networking & Database | 2009 |
| 6. | IT/EDP d’Batoe Batique Hotel & Guci Hotel Bandung | 2009-2010 |
| 7. | IT Spv at Grand Pacific Hotel Bandung | 2010 – 2013 |
| 8. | IT Spv at Garden Permata Hotel | 2013 - 2014 |
| 9. | IT Manager Ibis Bandung Pasteur | 2014 - 2015 |

|  |  |  |
| --- | --- | --- |
| 10. | Asst. IT Manager At Holiday Inn Bandung | 2015 - 2016 |
| 11. | IT Manager At Holiday Inn Bandung | 2016 - 2017 |
| 12.  | Team Hotel Opening Courtyard Bandung | 2017 |
| 13. | IT Manager at Intercontinental Bandung Dago Pakar | 2017 – June 2018 |

**ORGANIZATIONAL EXPERIENCES**



|  |  |  |
| --- | --- | --- |
| **Organization** | **Year** | **Position** |
|  |  |  |
| Badan Eksekutif Mahasiswa STMIK Jabar | 2003-2005 | Member |
| (HIMAKA) | 2001-2003 | Member |

**ADDITIONAL INFORMATION**



* Hobby/spare-time activity : Reading, Writing, Football, travelling, internet browsing, playing computer (gaming)
* Strong point : leadership, hard worker, integrity, responsible, eager to learn, self motivated, high standard of achievement motivation, good work in team.

**Sincerely yours,**

**Hendra S.Kom**