

CURRICULUM VITAE

I. PERSONAL INFORMATION

Full Name : Aris Munandar Wicaksono
Nick Name : Aris
Place and Date of Birth : Jakarta, May 24th 1990
Latest Education : Bachelor's Degree – Management
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Email : **aris.hanaway@live.com**
Sex / Marital Status : Male / Single
Religion : Moslem
Nationality : Indonesian
Height / Weight : 180 cm / 60 kg



II. FORMAL EDUCATION

2014 – 2016 Krisnadwipayana University (Bachelor's of Management)
2008 – 2012 Sebelas Maret State University (D3 of Business Management)
2005 – 2008 Senior High School 1 of Kartasura, Solo (IPS)
2002 – 2005 Junior High School 1 of Kartasura, Solo
1996 – 2002 Pucangan 03 Elementary School, Kartasura, Solo

III. ESSAY

Analisis Pengaruh Variabel Promosi dan Kualitas Produk Terhadap Kepuasan Konsumen Pada PT. Duta Perkasa

IV. TRAINING AND SEMINAR

2013 Bread Making, Noodle Making, Cake Making, and Chesa Premix Flour – Basic Training for Bogasari Employee at BBC Bogasari Tg. Priok
2014 Training of Halal Assurance & ISO 22000, Fire Fighting, 5S, and Motivation and Work Ethic

V. WORKING EXPERIENCE

January 2013 – April 2014, PT. Sumberdaya Dian Mandiri placement at Product Group Department, Commercial Services Division at PT. Indofood Sukses Makmur Tbk, Div. Bogasari Flour Mills

As a Product Group Support Staff, I responsible to the following job below :

1. Complaint Handling

- Receiving complaint from Bogasari's Customer with Large-Scale Delivery.
- Verifying the form of complaints.
- Forward the complaint to Branding Staff for further handling.
- Monitoring the result from Branding Staff.
- Forwarding the result from the Branding Staff to Customer via Customer Relation.

2. Price Mapping

- Making a report of Weekly and Monthly Price Mapping in Pivot Table form
- Distribution of Price Mapping to Top Management

3. COA, MSDS, and Halal Certificate Request Support

- Receiving request of COA, MSDS, and Halal Certificate.
- Verifying data for COA, MSDS, and Halal Certificate requesting.
- Forwarding the Verified Data to Section Head for further process.
- Follow Up COA, MSDS, and Halal Certificate from Section Head.
- Sending the certificate via email to related customer.

4. Marketing Event

- Preparation Property Support.
- Location coordination & supporting material.
- Running Event.

June 2014 – October 2015, HRD & GA Staff at PT. Lumbung Nasional Flour Mills.

As a HRD & GA Staff, I responsible to the following job below :

1. Training Administrator

- Internal Training Coordinating.
- Monitoring Training Equipment (Projector, Notebook, Agenda, Pre / Post Test, and Training Evaluation).
- Coordinating with trainer for the execution of Training.
- Data input Training result and test using Oracle System
- Internal Certificate printing.
- Matrix Training Reporting, Matrix Skills, and OGSM Report.

2. Recruitment Support Staff

- Data entry Curriculum Vitae.
- Data input of Psikotest.
- New employee orientation.
- Filling Hard Copy / Soft Copy of Curriculum Vitae.

3. General Affairs (GA) Staff

- Company License / legal.
- Extension of company license / legal.
- Registration of Online License.
- Handling the Original Document of license.
- Maintenance and extending the registration of operational vehicle and Office Supplies
- Arrangement of catering and canteen for the employee.
- Scheduling the driver for operational duty.

January 2016 – Present, Material Stores Staff at Bogasari Flour Mills.

As a Material Stores Staff, I responsible to the following job below :

1. Controlling Material

- FIFO managing for raw material.
- Maintain dead stock and triggering to PPIC.
- Storage and keeping raw material.
- Issuing the Goods Issued Slip for department that receive those items
- Issuing Goods Receipt from invoice by PO Number.

2. Purchase Requisition

- Create PR for ordered M&SRS
- Following progress for PR to PO issued by Purchasing
- CrossCheck incoming material with the standart PO ordered

3. System

- Issuing and / or Receiving incoming material by SAP
- Monitoring stock overview via SAP and manual excel
- Coordinate with another department for reservation list
- Contact PPIC if PO not release yet for further process

VI. COMPUTERIZED

Have a skill and knowledge of IT, such as :

- **Office Application** : MS. Word, MS Excel, MS Powerpoint, MS. Access
- **Internet** : Email, ERP, Lotus, Axapta, Oracle, SAP