

Selga Rahmani Zaldi

Jl. Bango 1 No. 2, Wantilan Kec. Cipeundeuy Kab. Subang. Jawa Barat

Dear Department Hiring Manager,

I would like to apply for the available position which is advertised in the internet. Herewith, I send an Application letter and a Curriculum Vitae to your company.

The opportunity presented in this listing is very interesting, and I believe that my strong technical & management experience and education will make me a very competitive candidate for this position. Furthermore, I can be able under pressure, work hard, and also work in groups or individual.

I have working experience in automotive field for 5 years and I am currently trying to develop my career and looking for a new challenge in this company. In addition, being a customer service is a helpful contribution since I've experienced it at my previous job.

I've attached my resume for additional information to you. You can reach me anytime via email egaselga@rocketmail.com or by phone 083822478470 for further information.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selga Rahmani Zaldi', with a stylized flourish at the end.




Selga Rahmani Zaldi

Selga Rahmani Zaldi




Curriculum Vitae



Contact Information

 JL. Bango 1 No. 2 Ds. Wantilan Kec.
Cipeundeuy Kab. Subang, Jawa Barat
 083822478470
 egaselga@rocketmail.com

Social Media

 Ega Selga
 @Selga_Rahman
 @Selga_Rahman

Personal Information

o Place, date of birth	: Jakarta, October 27 th , 1992
o Gender	: Male
o Nationality	: Indonesia
o Height and Weight	: 170 cm / 65 kg
o Blood type	: B
o Religion	: Islam
o Family	: The Husband of a wife
o Status	: Married
o ID Number	: 321320271092002
o Driving License C	: 921013160034
o Driving License A	: 921013300428
o Hobby	: Futsal, Touring Bikers, Reading Online News
o Home Address	: Jl. Bango 1 No. 2 RT/RW 07/03 Ds. <u>Wantilan Kec. Cipeundeuy</u> <u>Kab. Subang Jawa Barat</u>
o Rent Address	: Jl. Gatot Subroto, Bandung
o Phone	: 083822478470
o Email	: egaselga@rocketmail.com

Education Background

Teknik Otomotif

Education

Year	Institutions
2010-2014	Teknik Otomotif - Universitas Pendidikan Indonesia
2007- 2010	Teknin Otomotif - SMKN 1 Purwakarta
2004- 2007	SMPN 1 Kalijati
1998- 2004	SDN Langensari
1997 - 1998	TPA As'Saadah

Last Education Information

University	: Universitas Pendidikan Indonesia
Major / Prody	: Teknik Mesin / D3 Otomotif
Year of Entry	: 2010
Year of Graduation	: 2014 (march)
Final Task	: "Perawatan dan Perbaikan baterai NS40 Z GS Hybird pada Daihatsu Gran Max PU 1.5"
IPK	: 3,14

Association

Bikers & Football Supporters

Organizational Experience

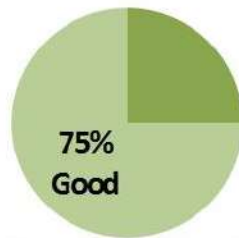
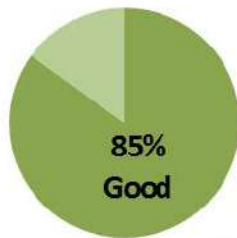
Year	Organization	Position
2014-Present	Viking Palu (Supporters)	Div. Creative
2011-Present	<u>Baraya Bandung Raya</u> (Supporters)	Div. Creative
2009-Present	<u>Vx Purwakarta</u> (Otomotive Club)	Div. Logistic
2012-2013	BEM (Badan <u>Eksekutif Mahasiswa</u>) UPI	Frontline
2012-2013	KMM (<u>Keluarga Mahasiswa Mesin</u>) Jabar	Member
2011-2012	MOKA (Masa Orientasi Kampus) UPI	<u>Keamanan</u>
2010-2013	HMM (<u>Himpunan Mahasiswa Mesin</u>) UPI	Member
2010-2011	BAQI (Belajar Al-Quran Intensif) UPI	Member

Additional Information

Qualification

Skill

Workshop Management



Ability to analyze vehicle damage

Ability to process data



Friendly, Sociable & Good Communication

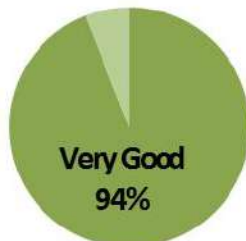


Communication Skill



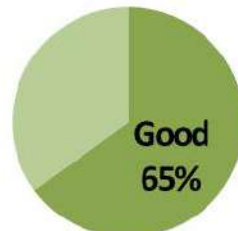
Familiar with the internet

MS Office Skill

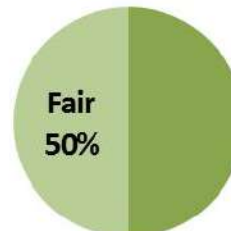


Driving Skill

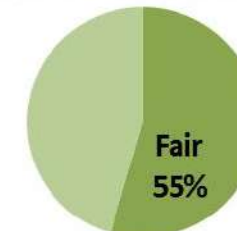
English Skill



Skill in industrial machine



Familiar with GMP Area



Familiar with chemical material



Experience

Workshop Management

Work Experience

Year	Place	Position	Information
2017 - 2020 October - February	PT. Hasjrat Abadi - Palu Mutiara (Authorized Toyota Main Daeler)	Assistant Service Manager	Employee
2017 December - October	PT. Buana Perkasa Permai - Palu (Authorized Isuzu Daeler)	Workshop Supervisor	Employee
2015 - 2016 March - December	PT. Kharisma Sentosa - Palu (Authorized Daihatsu Daeler)	Service Advisor	Employee & Promoted To PT. Buana Perkasa Permai
2014 - 2015 May - March	PT. Reckitt Benckiser Indonesia - Bogor (Consumer Goods Product)	Batch Maker	Employee
2013 January - March	PT. Intraco Penta Tbk, - Balikpapan (Authorize Volvo Heavy Equipment Daeler)	Mechanic Trainee	<u>Practic Internship Universitas Pendidikan Indonesia</u>
2010 June - August	<u>Niaga</u> Jaya Motor - <u>Cimahi</u> (Car maintenance and service workshop)	Mechanic	<u>Practic Internship SMKN 1 Purwakarta</u>

Last Employment Information

Activities

Job Desk

Duty	Detail
PIC Weekly Report	Make The Part Sales, Oil Sales, & Unit Entry Statement
PIC Label Send	Compile Customer Database for send to Head Office
PIC Social Media	Make a creative content for share to public (customers)
PIC Service Point	Make The Part Sales, Oil Sales, & Unit Entry Service Point Statement
PIC Customer First Service (1.000 Km)	<ul style="list-style-type: none"> - Make sure all unit sales come back to workshop for First Car Service - Serving customer for First Car Service (Service Advisor 1.000 km)
PIC Key Performance Indicator Report	Make monthly report from workshop achievement as: <ul style="list-style-type: none"> - Unit Entry - Oil Consumption - Stock Part - Lead Time Service - Energy Consumption - Absorption Rate - Part Sales - Personel Productivity - Labor - Customers Database - Technical Performance - Gross Profit
Service Advisor Back Up	- Serving Customer when SA's Job is overload
PIC Voice Of Customers	<ul style="list-style-type: none"> - Make sure customers delight after service in the workshop - Make IDI When customer disappointed after service - Make sure for Kodawari item going well
Kaizenman	<ul style="list-style-type: none"> - Coordinate SGA (Small Group Activity) in the workshop - Make a kaizen product to improve the workshop - Make a persentation material for regional & national contest

Last Employment Information

Learning

Participate

Activities	Information	Location	Organizer
RKIM Contest 2017	Observer	Hasjrat Abadi Tendea - Manado	Hasjrat Abadi & Toyota Astra Motor
ICSK Certification Training	Participant	Hasjrat Training Center - Manado	Hasjrat Abadi & Toyota Astra Motor
Yokoten Forum	Participant	Auto2000 Suci - Bandung	Auto2000 & Toyota Astra Motor
RKIM Contest 2019	Observer	Hasjrat Training Center - Manado	Hasjrat Abadi & Toyota Astra Motor
Customer Relation Forum	Participant	Hasjrat Training Center - Manado	Hasjrat Abadi & Toyota Astra Motor

Last Employment Information

Goals

Achievement

Year	Kaizen Product	Achievement	Organizer
2017	Best Performace After-Sales GR (East Indonesia Area)	1st	Toyota Astra Motor
2018	Tingkatkan retensi SB 10-80K dengan program customer pasif & Thematic	-	PT. Hasjrat Abadi
2018	Tingkatkan unit entry dengan hansa-renkei & Milenial Marketing	Top 3 Hasjrat Group	PT. Hasjrat Abadi
2018	Menurunkan lead time kendaraan SUV dengan Footstep dengan menciptakan adaptor car lift	-	Toyota Astra Motor
2018	Best Performace After-Sales GR (East Indonesia Area)	2nd	Toyota Astra Motor
2019	Meningkatkan CPUS dari 426 ke 500 Unit dengan optimalisasi Kinerja MRA Melalui aktivitas digital marketing	Top 3 Hasjrat Group	PT. Hasjrat Abadi
2019	Meningkatkan SBE 10 – 80K Dengan program Milenial Marketing	National Contest	Toyota Astra Motor
2020	Meningkatkan kepuasan pelanggan dengan mengrasping VOC pada I-Care	National Contest	Toyota Astra Motor

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

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Selga Rahmani Zaldi



UNIVERSITAS PENDIDIKAN INDONESIA

Atas dasar kewenangan yang dimiliki menurut peraturan perundangan yang berlaku serta telah terpenuhinya seluruh persyaratan yang ditetapkan, Universitas Pendidikan Indonesia dengan ini memberikan sebutan profesional

AHLI MADYA (A.Md.)

Program Studi *Teknik Mesin*

beserta seluruh hak, kewajiban, dan kewenangan yang melekat pada sebutan tersebut kepada

Selga Rahmani Zaldi

NIM : 1003078

lahir di Jakarta, 27 Oktober 1992

pada tanggal *tiga puluh bulan April tahun dua ribu empat belas*



Rektor,

Prof. Dr. H. Sunaryo Kartadinata, M.Pd



FAKULTAS PENDIDIKAN TEKNOLOGI DAN KEJURUAN
UNIVERSITAS PENDIDIKAN INDONESIA

PIAGAM PENGHARGAAN

Dekan Fakultas Pendidikan Teknologi dan Kejuruan Universitas Pendidikan Indonesia,
memberikan penghargaan kepada:

Nama : Selga Rahmani Zaldi, A.Md.
N I M : 1003078
Prodi : Teknik Mesin — D3

Sebagai Wisudawan Terbaik Dua (2) Jenjang Diploma (D3) di Tingkat Fakultas
pada Wisuda UPI Gelombang II, yang diselenggarakan pada tanggal 20 Agustus 2014



Bandung, 20 Agustus 2014
Dekan,

Dr. Eng. Agus Setiawan, M.Si.
NIP. 19690211 199303 1 001



PT. BUANA PERKASA PERMAI
Authorized ISUZU Dealer

ISUZU

Jl. Yos Sudarso 88 , Palu Telp. (0451) 411999 - 425923 Fax. (0451) 454666

SURAT KETERANGAN PENGALAMAN KERJA

No. : 023/SKPK-BPP/PLU/20/11/17

Yang bertanda tangan di bawah ini:

Nama : Daniel Kosalim
Jabatan : Branch Manager

Menerangkan dengan sesungguhnya bahwa yang bersangkutan di bawah ini:

Nama : Selga Rahmani Zaldi
Alamat : Jl. Bango 1 No. 2 Kab. Subang, Jawa Barat

Benar telah bekerja pada perusahaan yang kami pimpin terhitung sejak 27 Desember 2016 sampai dengan 31 Oktober 2017 dengan posisi terakhir sebagai Workshop Supervisor.

Selama menjadi karyawan di perusahaan kami, Saudara Selga Rahmani Zaldi telah menyumbangkan dedikasi serta loyalitas tinggi terhadap perusahaan dan tidak pernah melakukan perbuatan yang merugikan perusahaan. Yang bersangkutan mengundurkan diri atas kemauan sendiri tanpa ada unsur paksaan dari pihak lain.

Kami dari pihak perusahaan berterimakasih dan berharap semoga yang bersangkutan lebih sukses ditempat yang baru. Demikian surat keterangan ini kami buat untuk dapat digunakan sebagaimana mestinya.
Demikian surat keterangan ini dibuat agar dapat digunakan sebagaimana mestinya.

Palu, 20 November 2017

GM PT. Buana Perkasa Permai Palu


Daniel Kosalim



P.T. KHARISMA SENTOSA

AUTHORIZED **DAIHATSU** DEALER

Jl. Emmy Saetan No. 5
Telp. (0451) 411789
Fax. (0451) 458548
Palu

SURAT KETERANGAN PENGALAMAN KERJA

No. : 04/HRD/X/2017

Yang bertanda tangan di bawah ini:

Nama : Syahrudin Callu
Jabatan : General Manager PT. Kharisma Sentosa - Palu

Menerangkan dengan sesungguhnya bahwa yang bersangkutan di bawah ini:

Nama : Selga Rahmani Zaldi
Alamat : Jl. Bango 1 No. 2 Wantilan – Cipeundeuy, Subang

Benar telah bekerja pada perusahaan yang kami pimpin terhitung sejak 30 Maret 2015 sampai dengan 7 Januari 2017, dengan jabatan terakhir *Service Advisor*.

Selama menjadi karyawan kami, Saudara Selga Rahmani Zaldi telah menunjukkan dedikasi dan loyalitas yang tinggi terhadap perusahaan dan tidak pernah melakukan hal-hal yang merugikan perusahaan. Dalam hal ini yang bersangkutan mendapat promosi ke grup perusahaan kami yang lainnya.

Kami berterima kasih dan berharap semoga yang bersangkutan dapat lebih sukses dimasa yang akan datang.

Demikian surat keterangan ini dibuat agar dapat digunakan sebagaimana mestinya.

Palu, 1 Juni 2017

P.T. KHARISMA SENTOSA
P A L U

SYAHRUDIN CALLU
General Manager