



Silvia Putri Astama

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Personality

Name : Silvia Putri Astama, Amd.Gz
Date & Place of Birth : Payakumbuh / December , 04th 1994
Religion : Moslem
Sex : Female
Marital Status : Single
Height/weight : 156 cm / 46 kg
Grade Point Average : 3.43 in scale of 4

Formal Education

2001-2007	: Elementary school negeri 015 Binaan Khusus	Dumai
2007-2010	: Junior High School negeri 2	Dumai
2010-2012	: Senior High School Negeri 2 (Acceleration Class)	Dumai
2012-2015	: Nutritionists Mayor, Politeknik Kesehatan Kementrian Kesehatan Riau University	PK Baru

Training and Seminar

2016	: Awareness of EMS-ISO 14001:2015
2016	: Professional Image Development Seminar in Conjunction with Secretaries Week
2017	: Internal Auditor EMS-ISO 14001:2015
2017	: Electronic Manifest Waste B3 Reporting

Organization Experience

2013 – 2014	: Member of Kementrian Sarana dan Prasarana Badan Executive Mahasiswa Poltekkes Kemenkes Riau University
2014 - 2015	: Lead of Badan Legislative Mahasiswa Poltekkes Kemenkes Riau University

Skill & Qualifications

Administrator

Management

Ability

Creatives and hardworking, fast learning, willing to work as a team, persuasive communication, problem solving.

Languages

English : Able to communicate both oral and written

Japan : Basic Knowledge

Work Experience

2015 – present : PT. Primo Microphones Indonesia as Administration HR Staff Batam

Job Descriptions :

- Arrange all document expatriate permit (RPTKA, IMTA, VISA, EPO, MBV, KITAS).
- Manage all waste B3 document (Triwulan Report & Semester Report).
- Prepare all document for ISO 14001 : 2015 (Environmental Manual, Environmental Procedure, B3 Waste Indonesian Legal Document, Aspect & Impact Table).
- Arrange all manpower document (Jamsostek, BPJS Kesehatan, NPWP).
- Arrange the registration form, type an accident report for Jamsostek (1st stage, doctor form, and 2nd stage, type a chronological report of the accident).
- Prepare the procedure for new employees, check their application completeness and make their badge.
- Manage the employees contract, type their new contract and finish contract letter.
- Write and type a form for saving book.
- Type the employees work experience letter.
- Count the employees basic and over time, input it to the computer.
- Make Account Payable and Account Receivable report for all supplier.
- Make manpower tax report with online yearly.
- Support accounting for do all payment both of cash and cheque.

- Arrange purchase requisition and purchase order for uniform and stationary to supplier
- Manage all factory complaint to Customer Service Batamindo Industrial Park.

This Curriculum Vitae is prepared in valid data with my good intentions that will be used by any parties that need it.

Your Sincerely,

Silvia Putri Astama, Amd.Gz