Febri Suratman

SUMMARY

Professional with 2 years of experience in Export-Import (EXIM), committed to optimize the transaction process. Has experience as a Quality Assurance which strengthens the ability to maintain product quality standards. Active as a volunteer in vaccination activities, showing dedication to community service. Interned as an In-bound and Out-bound admin, developing skills in logistics management and administration. Able to communicate well and work together in a team, and ready to face challenges in a dynamic work environment.

EXPERIENCE

Staff Exim PT. Yasunli Abadi Utama Plastik August 2022 - August 2024, Bekasi Jawa Barat Indonesia

- Create BC 4.0, 4.1, 2.7 Documents in CEISA System
- Familiar with CEISA and CEISA 4.0 Modules
- Communication to Customs regarding Gate-In and Gate-Out, as well as SPJM (Red Line Notification Letter) Documents
- Inputting and Checking Incoming Goods Documents from Vendors
- Pairing Receiving System
- Preparing Daily and Monthly Reports
- End of Month Subcont Closing
- Ensure that the documents are in accordance with the goods sent to the customer
- Coordination between related sections, such as PPIC, ENGINEER, DELIVERY, WAREHOUSE, BEACUKAI
- IT Inventory

Data Entry and Report Vaccines POLRES METRO BEKASI April 2021 - April 2022, Bekasi, Jawa Barat, Indonesia

- Input and ensuring that vaccine participant data is inputted correctly.
- Vaccination health team support, Ensure logistics are fulfilled in vaccination activities.
- Assist participants who are constrained by certification.
- Ensure that medical tools and equipment are fulfilled.
- Recapitulate attendance of Vaccination officers and participants.
- Documenting activities, Coordinate with the police, and activity organizers.
- Create Activity Reports and report to POLDA, POLRES, and POLSEK online.
- Compile and send accurate vaccination activity reports to POLDA, POLRES, and POLSEK .online for each activity, improving data accessibility and reducing processing time by 20%.

Operator PT LG Electronics Indonesia June 2020 - December 2020, Bekasi, Jawa Barat, Indonesia

- Supplying monitor material to the production line while checking the quality of the material
- Install PCB and Power Supply to the monitor module
- Screw the PCB and Power Supply, and make sure nothing is overlooked
- Installing Taping on the module, Screwing Back Cover on the module and installing Production sticker
- Performing Product Repair, Cleaning the work area, in order to avoid work accidents

Quality Assurance Quality Control PT. Kao Indonesia

- Prepare Check Sheets and Tools for Product Analysis.
- Create Blue Water and NaCl Solutions, Store Product Analysis Results.
- Sample Products from the Production Line.
- Report to the QC Line and MT.
- Record Time, Batch Number, and Product Code.
- Measure Product Dimensions, Appearance, and Raw Materials, Input Analysis Results into SAP.
- Fill Out Check Sheet Documents Before Use, Create a Product Storage Report.
- Dispose of Products Stored for 3 Years.
- Implemented a Comprehensive QA/QC Framework: This enhanced product reliability, decreased defect rates by 25%, and improved customer satisfaction by systematically identifying and rectifying root causes within production processes.

Operator PT.TD Automotif Compressor Indonesia June 2017 - June 2018, , Bekasi, Jawa Barat, Indonesia

- Fill out the Daily Check Sheet of the engine before running.
- Turn on the air pressure, engine and add engine oil before operating the mac.
- Ensure product type and raw material according to planning.
- Operate the machine from raw material to semi-finished, from one machine to another machine.
- Ensure product quality according to company standards.
- Ensure no jumping process, by checking before after.
- Perform STOP, CALL, if there is abnormal on the machine, Checking product dimensions.
- Accumulate and create a report on the production results obtained before the shift change.
- Perform 5S after work and ensure cleanliness and safety in the work environment.
- Create Kaizen and contribute suggestions.
- Improved machine output by 15% through regular calibration and maintenance, ensuring continuous production quality and adhering to safety standards over a 12-month period.

EDUCATION

S-1, Information Technology

Pelita Bangsa University • Jl. Inspeksi Kalimalang No.9, Cibatu, Cikarang Sel., Kabupaten Bekasi, Jawa Barat 17530 • Oktober 2020 - Agustus 2024 • 3.29

Sains

Bina Karya High School Palembang • Agustus 2013 - Mei 2016

COURSEWORK

Balai Besar Pengembangan Latihan Kerja

BBPVP BEKASI - Kemnaker RI • 2017

 Basic Computer Knowledge Problem Solving Good Communication Customer Service Skills Network Mastery Multitasking Skills Documentation Skills Mastery of Related Software Tool Usage Skills Independent Learning Skills

ORGANIZATION

Member Purna Paskibraka Indonesia (PPI) Kota Palembang • August 2015 - October 2024 Palembang

- Developing Leadership, Fostering and Establishing Brotherhood.
- Organizing Social Activities, Maintaining the Values of Pancasila.
- Participating in State Activities, Providing Education, Supporting Paskibraka Activities.

Member Pramuka Dewan Saka Bhayangkara SU II 2015-2016 Palembang

- Self Development, Shaping the character, personality, and mentality of members to become strong, disciplined, and responsible individuals.
- Practical Skills, Train skills such as self-defense, first aid, and the use of police tools.
- Community Service, Raising awareness of the importance of community service, especially in maintaining security and order.
- Social Service, Conducting social service activities such as cleaning up the environment, blood donation, or helping disaster victims.

SKILLS

Export Documentation		
Import/Export Operations		
Communication		
Negotiation		
Administrative Skills		
Microsoft		
Measuring tool		



UNIVERSITAS PELITA BANGSA

Berdasarkan Surat Keputusan Menristek DIKTI No : 664/KPT/I/2019 Tanggal 02 Agustus 2019

Jl. Inspeksi Kalimalang No. 9, Desa Cibatu, Kec. Cikarang Selatan, Kab. Bekasi - Jawa Barat Telp. (021) 285 8181, 82, 83, 84, Email. universitas@pelitabangsa.ac.id www.pelitabangsa.ac.id; www.ecampus.pelitabangsa.ac.id; www.pmb.pelitabangsa.ac.id

SURAT KETERANGAN No. 072/4/Ket/UPB/2024

Yang bertanda tangan di bawah ini :

Nama	: Putri Anggun Sari, S.Pt., M.Si
Jabatan	: Dekan Fakultas Teknik Universitas Pelita Bangsa

Menerangkan bahwa :

Nama	: Febri Suratman
Tempat / Tanggal Lahir	: Palembang, 07 Februari 1997
NIM	: 311810130
NIK	: 1671030207960003
Program Studi	: S1 Teknik Informatika

Telah menyelesaikan semua mata kuliah dan telah dinyatakan Lulus Ujian Skripsi, sehingga yang bersangkutan dinyatakan Lulus.

Surat Keterangan Lulus ini berlaku sampai dikeluarkannya Ijazah dan Transkip Nilai akademik dari Universitas Pelita Bangsa.

Al Agustus 2024 ekau Fakultas Teknik, Putri Anggun Sari, S.Pt., M.Si

NIK. 22.0819.006

Tembusan :

- 1. Wakil Rektor I Universitas Pelita Bangsa
- 2. Yang Bersangkutan
- 3. Arsip

UNIVERSITAS PELITA BANGSA

Berdasarkan Surat Keputusan Menristek DIKTI No : 664/KPT/I/2019 Tanggal 02 Agustus 2019

JI. Inspeksi Kalimalang Tegal Danas Arab DELTAMAS, Cikarang Pusat - Kab. Bekasi Telp. (021) 2851 8181, 82, 83, 84, Fax. (021) 2851 8180

www.pelitabangsa.ac.id; www.ecampus.pelitabangsa.ac.id; www.pmb.pelitabangsa.ac.id

TRANSKRIP SEMENTARA

Nomor Ijazah Nasional :

хo	MATA KULIAH	KODE	HM	A31	ĸ	м	50	MATA KRILAH	KODE	HM	AH	ĸ	N
1	PENDIDUKAN AGAMA	TPUIL01	18+	2,30	2	7	37	ANALISA & PERANCANGAN SISTEM INFORMASI	T1F2241	¢	2,00	2	1
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ŝ	ALGORITMA & PENROGRAMAN	1161121	3+	3,36	2	1	30	BISMS BLEXTBOMK	TIF2244		4,00	4	
\$	PRAKTIKUM ALGORITMA & PEMBOGRAMAN	TIF1122	3+	8,30	2	1	31	IT FORENSIK	TIF2245	8	3,00	3	
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	PENGANTAR AKUNTANSI	TIF1125	A	4,00	2	1	34	REKAYASA PERANGKAT LUNAK	TIF3147	B+	1,30	3	
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	PENDIDIKAN PANCASILA & KEWARGANEGARAAN	17911293	A-	3,70	2	4	36	INTERAKSI MANUSIA & KOMPUTER	TI13145	Be.	3,30	3	
i	DARASA INGGRIS II	TIFE264	B+	3,30	2	1	37	SISTEM PENGELOLAAN KUNTEN	¥175150	1.	2,78	3	
2	MATEMATINA TERAPAN 2	TIF1226	n	1,00	4	12	38	PENDOGRAMAN VISUAL	TIF2151	8+	1.38	3	
2	LOCIKA INFORMATIKA	TIF1217	B+	3,50	1	10	29	KEBJA PRAKTEK	¥193201		1,09		
Ā	BABASA PEMBORRAMAN I	TIF1230	n-	2,50	4	п	40	KOMPUTER DAN MASYARAKAT	¥1F3252	A	1.00	2	
5	STRUKTUR DATA	1011211	c	2,09	1	6	-11	PERANCANGAN DASIS DATA	¥153253	4.	1,70	2	
6	KONSEP SISTEM INFORMASI	TIF1212	8+	3,39	:	18	42	PRAKTIKUM PERANGANGAN BASIS DATA	T1F3254	A	8,70	2	
7	PENDIDIKAN BAHASA INDONESIA	TPB2105	A	4.00	2	8	13	ARSITEKTER DAN ORGANISASI KOMPUTER	TIF3255		6,00	3	
n.	STATISTIKA	TIF2138	в	3.08	1		-14	RISET TERNOLOCI INFORMASI	TIF8256	A.	3,70	3	
9	KEWIRAUSAHAAN	TPB2113	A.	3,79	2	1	45	PENROGRAMAN MOBILE	TH-3257	n	3,00	4	
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Keterangan r

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AM : Angha Mutu (4,00, 3,70, 3,30, 3,40, 2,70, 2,10, 1,00)

K + Kredit (2 sks doli)

M (Moto (Perkalian dari AM dan K.)



PT. TD AUTOMOTIVE COMPRESSOR INDONESIA

CERTIFICATE OF EMPLOYMENT

SURAT KETERANGAN KERJA (No : 385/5KK/TACI/HRGA-BKS/JUL/2018)

Hereby certify that : Dengan ini menerangkan bahwa

: FEBRI SURATMAN
: 2171181
and the second sec
: I-1 / OPERATOR
: COMP SWASH
: PRODUCTION OPERATOR
: From: 10/7/2017 Up to: 06/07/2018 Dari s/d
: <u>Term of Contract has been completed</u> Berakhir masa Kesepakatan Kerja Waktu Tertentu

We appreciated upon his / her efforts and contribution during service period in our company. Kami mengucapkan terima kasih atas usaha dan kontribusinya selama ini kepada perusahaan.

> Bekasi, 06 Juli 2018 Human, Resource Dept.

Rita Rulita Ruliyati Section Manager

OFFICE/FACTORY : JL SELAYAR IV BLOK L3, KAWASAN INDUSTRI MM2100, DS. CIKEDOKAN CIKARANG BARAT 12530 JAWA BARAT, INDONESIA PHONE : (62-21) 28517699 FAX : (62-21) 28517599



Piagam Penghargaan

Nomor:P/19/X/HUM.11./2021

KEPALA KEPOLISIAN DAERAH METRO JAYA

DIBERIKAN KEPADA:

FEBRI SVRATMAN

Terimakasih atas pengabdiannya dalam pelaksanaan "Vaksinasi Merdeka Aglomerasi" Polda Metro Jaya

> Jakarta, 1 Oktober 2021 KEPALA KEPOLISIAN DAERAH METRO JAYA

Jady Amran

Dr. MOHAMMAD FADIL IMRAN, M.SI INSPEKTUR JENDERAL POLISI

PT KAO INDONESIA

Kawasan Karawang International Industrial City (KIIC) JI. Harapan Raya VI, Lot. LL - 3A Karawang Barat 41361 Indonesia Telp 1(62)-(267)-8637487 / 88 Fax. : (61)-(267)-8637489

No Dok : F-HRD-05-00 No.Rev : 00 Tanggal : 19 Maret 2010

SURAT KETERANGAN PENGALAMAN KERJA No. : HCD-094/SKK/03/20/SPY

Bersama dengan surat ini, Kami yang bertanda tangan di bawah menerangkan bahwa :

Nama : Febri Suratman

Tanggal Lahir : Palembang, 07-02-1997

Alamat

: Jalan Raya I RT 024 RW 008, Kel. 16 Ulu, Kec. Seberang Ulu II, Kota Palembang (Sumatra Selatan)

Telah bekerja pada perusahaan kami PT Kao Indonesia, terhitung mulai tanggal 11 Maret 2019 sampai dengan tanggal 10 Maret 2020, dengan jabatan terakhir sebagai Helper QA Lab pada bagian Quality - S Plant

Demikian surat ini kami buat agar dapat dipergunakan sebagaimana mestinya.

Karawang, 10 Maret 2020

Rudy Martono Senior Manager HCD





PT. LG Electronics Indonesia

Marketing Office : Gandaria 8 Office Tower Lt. 29 102 & 31 ABCD JI. Sultan Iskandar Muda Kebayoran Lama Utara Kebayoran Lama, Jakarta Selatan - DKI Jakarta Kaya 11240 Phone: (62-21) 2930 4000 (Hunting) Fax. (62-21) 2930 3999

Factory 1: Black - G. MM2100 Industrial Toren Cikarang Barat, Bekas 17520, Jawa Barat - Indonesia Phone : 162-21) #9982228 (Hunting) Fax: (62-21) #9982348 Factory 2: Jl. Tabri No. 1, Cirarab, Legok, Tangerang 15820, Banben - Indonesia Pinane (62-21) 5978320 (Hunting) Fas. (62-21) 5977022

SURAT KETERANGAN KERJA No: 0027/LGEIN/HR/PK/XII/2020

DENGAN INI MENERANGKAN BAHWA This is to certify that

NAMA Name

: FEBRI SURATMAN

TEMPAT / TGL. LAHIR Place / Date of birth

: PALEMBANG, 07 FEBRUARI 1997

NOMOR INDUK KARYAWAN : 706036 Employee No.

PROYEK / LOKASI Project / Located

JABATAN / GOLONGAN Title / Level

DIVISI / DEPARTEMEN Division / Departement

MASA KERJA Work Period

ALASAN BERHENTI Reason for leaving

KETERANGAN Remark

: PT. LG ELECTRONICS INDONESIA FACTORY 1 Kawasan Industrial MM 2100 Blok G Cikarang Barat - Bekasi, Jawa Barat - Indonesia 17520

: NONE / WORKER

: GLZ / CBT PRODUCTION TEAM

: 01 JULI 2020 - 06 DESEMBER 2020

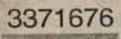
: Penyelesaian masa kontrak lebih awal dikarenakan Produksi menurun

: Nama tersebut di atas pernah bekerja di PT LG Electronics Indonesia dan selama bekerja dapat melaksanakan tugasnya dengan Baik.

Bekasi, 06 Desember 2020 PT. LG Electronics Indonesia

ctronics **EG** Electronics indonesia

Mohammad Rachmadi Cibitung HR Team





BADAN NASIONAL SERTIFIKASI PROFESI INDONESIAN PROFESSIONAL CERTIFICATION AUTHORITY

SERTIFICATE OF COMPETENCE

No. 62090 3122 3 0007180 2017

Dengan ini menyatakan bahwa, This is to certify that,

Febri Suratman No. Reg. ICT 294 0007180 2017

Telah kompeten pada bidang: Is competent in the area of:

> Technical Support Technical Support

Dengan Kualifikasi / Kompetensi: With Qualification / Competency:

> Technical Support Technical Support

Sertifikat ini berlaku untuk: 3 (tiga) Tahun ' This certificate is valid for: 3 (three) Years

Jakarta, 24 Mei 2017

Atas Nama Badan Nasional Sertifikasi Profesi On Behalf of Indonesian Professional Certification Authority

> Lembaga Sertifikasi Profesi Komputer Computer Professional Certification Institution

> > embana

Ir. Besar Agung Martono, MM., DBA

Direktur Eksekutif Executive Director



PT. YASUNLI ABADI UTAMA PLASTIK

Manufacturing Of Plastics Injection Product For Home Appliances, Electronics, Automotive, Helmet, Safety Helmet, Pallet & Luminaire Products

Nomor : 1036/YAUP-CBT/YAUP/SKK/VIII/24 Perihal : Surat keterangan kerja

SURAT KETERANGAN KERJA

Yang bertanda tangan dibawah ini, HRD PT. Yasunli Abadi Utama Plastik menerangkan bahwa :

Nama Bagian Alamat FEBRI SURATMAN

: EXIM Plant 2

: Jalan Jaya 1 Rt. 024/008 Kel. 16 Ulu Kec. Seberang Ulu 2 Kota Palembang

Bahwa yang bersangkutan telah bekerja di PT Yasunli Abadi Utama Plastik selama 2 Tahun sejak 12 Agustus 2022 sampai dengan 11 Agustus 2024.

Sehubungan dengan masa kontrak kerja yang sudah berakhir, maka kami berikan surat ini kepada yang bersangkutan.

Demikian Surat Keterangan kerja ini kami buat, dan kami berikan kepada bersangkutan untuk dipergunakan sebagaimana mestinya.

Bekasi, 11 Agustus 2024 HRD PT. Yasunli AUP



FM-13/HRD-Y3-01-13 Rev.02

Factory I

Factory II Plant 1

Plant 2

Plant 3

Plant 3A

J. Penstergunan I No. 60A, Bate Ceper, Tangerang 15121 - Indonesia
Prome 62-21-5522548 (Human), Fex: 63-21-552271, E-mail: yearnh@sameti.com yearn11@sameti.com
J. H. Tatel NI. 01-02 RW. 02 Desa Cirareth, Legok, Tangerang 15520 - Indonesia
Prome 52-21-54260022 (Human), Fex: 62-21-5677468, E-mail: yearnh@sameti.com
J. Forms Eloch C1 No. 34.5.4, Kowasan Industri MM2100, Charreng Baret, Bekasi 17120 - Indonesia
Prome 52-21-8061010 (Human), Fex: 62-21-567608, E-mail: yearnh@sameti.com
J. Flores Eloch C1 No. 34.5.4, Kowasan Industri MM2100, Charreng Baret, Bekasi - Indonesia
Prome 52-21-8061010 (Human), Fex: 62-21-567608, E-mail: yearnh@sameti.com
J. Flores Eloch R3 Novemen Industri MM2100, Charreng Baret, Bekasi - Indonesia
J. Selayof Eloch H1 Kawasan Industri MM2100, Charreng Baret, Bekasi - Indonesia
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J. Belayof Eloch H1 Kawasan Industri MM2100, Charreng Baret, Bekasi - Indonesia





No Izin Dinas Tenaga Kerja : VIN 1810167102

NPSN: K5664982

Sertifikat

Nomor : OICI B1/BM/LP3I-PLG/VII/2020

Diberikan Kepada :

FEBRI SURATMAN

Telah Mengikuti Pelatihan Program Vokasi Indonesia Bekerja: Program Pelatihan: DIGITAL OFFICE ADMINISTRATION DI LP3I PALEMBANG



Palembang, 20 Juli 2020







BAL AI BESAR PENGEMBANGAN LATIHAN KERJA PEMBINAAN PELATIHAN DAN PRODUKTIVITAS KEMENTERIAN KETENAGAKERJAAN RI DIREKTORAT JENDERAL

Jl. Guntur Raya No.1, Bekasi - 17144, Telp 021-8841147, Fax 021-8841146



Nomer : STF.0603/38PLK-8KS/III/2017

KEP. 33/BBPLK-BSS/III/2017 tonggal 07 Maret 2017 menyatakan, bahwa :: Kepala Balai Besar Pengembangan Lathan Kerja (BBPLK) Bekasi burdasarkan Surat Keputusan Penyelenggaraan Pelathan Nomor :



Alamat

Nomer Paserta : FEBRI SURATMAN Nomer Paserta : E.0603.F.17 Tempet/ tenggal lahin : PALEMBANG, 07 FEBRUARI 1997

: JLJAYA I RT/RW:024/008 KEL:16 ULU, KEC:SEBERA:IG ULU II

TELAH MENGIKUTI

13 Maret 2017 sampai dengan 26 April 2017 setuma 240 Jam Pelajaran dan Ginyatakan Kompeten. Pelathan Berbasis Kompetensi (P8K) Program Pelathan Computer Technical Support Kejunsan Teknologi Informasi dan Komunikasi dan tanggal

Bekasi, 26 April 2017

cisco Academy

Certificate of Course Completion

febri Suratman

has successfully achieved student level credential for completing the Introduction to Cybersecurity course.

The student was able to proficiently:

- · Explain the basics of being safe online, including what cybersecurity is and its potential impact.
- · Explain the most common cyber threats, attacks, and vulnerabilities.
- · Explain how to protect oneself while online.
- · Explain how organizations can protect their operations against these attacks.
- · Access a variety of information and resources to explore the different career options in cybersecurity.



September 17, 2024



Laura Quintana

Laura Quintana Vice President and General Manager Cisco Networking Academy

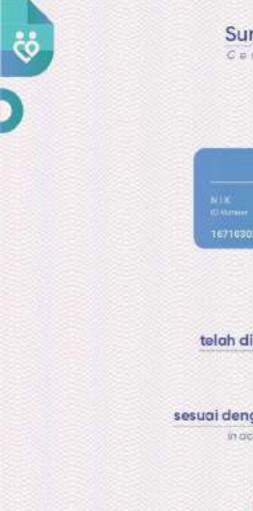




telah dilakukan vaksinasi COVID-19 untuk dosis kedua has been vaccinated for the 2nd dase of the

sesuai dengan Peraturan Menteri Kesehatan Republik Indonesia





Surat Keterangan Vaksinasi COVID-19

Certificate of CDVID-19 Vaccination

Sertifikat ini diberikan kepada

This is to cortify that

RI SURATMAN	
Tanggol Lohir Cohi i cilim	
07 Februari 1997	

ID: 60e7299ddea6b4c39459378e

pada tanggal 08 Juli 2021 on date July 08, 2021

telah dilakukan vaksinasi COVID-19 untuk dosis pertama has been vaccinated for the 1st dose of the

Sinovac COVID-19 (Batch ID : 24004021)

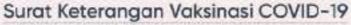
sesuai dengan Peraturan Menteri Kesehatan Republik Indonesia

in accordance with the health regulation of Republic of Indonesia





This is to certify that NIK 1671030207 ID: 60e7299ddea6b4c39459378e has been vaccinated for the 3rddose of the



Certificate of CDV/D-19 Vaccination

Sertifikat ini diberikan kepada

FEB	RI SURATMAN	B × B
	Tanggal Lahir tumi of tem	
960003	07 Februari 1997	

pada tanggal 05 Februari 2022 on date February 05, 2022

telah dilakukan vaksinasi COVID-19 untuk dosis ketiga

COVID-19 Vaccine Pfizer COVID-19 (Batch ID : FL4789)

sesuai dengan Peraturan Menteri Kesehatan Republik Indonesia

in accordance with the health regulation of Republic of Indonesia



