

RIZKY KURNIADI

Purchasing, Logistic and PPIC - Banchelor Idustrial Engineering (D4), Polytechic STMI Jakarta Bekasi - +62 852 1829 2473 - rkurniadi21@gmail.com - 27 th - Single - ig: rizkykurnia.id

ABOUT ME

I am a professional with experience in the automotive and general insurance industries, especially in inventory, logistics, and claims. I graduated with a Bachelor's degree in Industrial Engineering (D4) from Polytechnic STMI Jakarta and have gained valuable work and organizational experience. I am to apply my knowledge and skills to contribute in the workplace. This experience has made me an individual who can communicate effectively, work independently or in teams, think critically, demonstrate leadership, and respond quickly in finding solutions to problems.

PROFESSIONAL EXPERIENCE

PT Asuransi Umum BCA

Claim Handler Officer

(Jakarta) Sep 2023 - Des 2024

- Handling claims for members and leaders from insurance brokers, direct business claims for Area 3 (covering Surabaya, Central Indonesia, and Eastern Indonesia), as well as facultative claims from other insurance companies.
- Analyzing liability claims and preparing claim adjustment proposals, while ensuring the claim process runs smoothly and efficiently so
 that the SLA is always met.
- Communicating with the marketing team regarding outstanding claims (OS) and preparing claim reports related to claim processes, settlements, and salvage claims on a weekly and monthly basis to monitor unresolved claims.

PT Honda Trading Indonesia

Steel Inventory Officer

(Jakarta) April 2021 - Feb 2022

- Handle All Steel Coil Center for manage scrap proces monthly (Checking data, Control, Prepare Document), Control document
 purchase coil import and local (BL/AWB, Invoice, COO, Packinglist, atc) before creating purchase delivery (PD), Checking data
 inventory cost and transportation cost from vendors and prepare payment request (PR).
- Prepare the periodic issuance of old raw materials/NG and communicate with the sales, purchasing, and accounting teams for
 material disposal. Additionally, conduct periodic direct stock inspections in the field to enhance operational efficiency, optimize
 storage space, and improve financial efficiency.
- Created report scrap proces weekly and monthly for control inventory stock.

Logistics Planning Officer

(Jakarta, Karawang) Mar 2022 - August 2023

- Handle control document purchase all material import and local (BL/AWB, Invoice, COO, Packinglist, atc) Especially non-bonded
 material before creating purchase delivery (PD) and Successfully managed the control document procurement for local and imported
 materials by ensuring accurate document verification, system input, and timely payment preparation, enhancing vendor relations and
 operational efficiency.
- Cordinate warehouse daily activities scheduling trucking and managing the inbound and outbound flow of materials and parts with sales team, vendor warehouse, and vendor trucking by using Report Data Delivery Management, Warehouse Management System, Logistics Management System.
- Handle and verify warehouse cost and transportation cost data from vendors and prepare payment requests (PR).
- Provided essential support to the Sales and IP Sections in preparing re-export parts and resolving abnormal raw material cases,

PT FSCM Manufacturing Indonesia

PPIC Raw Material Intern

(Cileungsi) Jan 2020 - Jun 2020

- Contributed to the improvement of the raw material warehouse layout at Plant 3 by implementing a class-based storage system, enhancing the efficiency of raw material retrieval.
- Managed the scheduling of raw materials from the warehouse to the production area and monitored the in-and-out flow of materials, ensuring smooth inventory control.

PT Indomobil Nissan-Datsun

Mechanic Technician Intern

(Jakarta) Juli 2015 - Sep 2015

- Assist with periodic vehicle maintenance tasks, replacement of consumer vehicle components.
- Support routine maintenance of equipment and contribute to the implementation of 5S principles in the workshop area.

ORGANIZATION

HMTI Polytechnic STMI Jakarta

Vice Head of Entrepreneurship

(Jakarta) Jul 2017 - Jun 2019

Responsible and control for fundraising activities to help finance the organization.

KPRM Polytechnic STMI Jakarta

Vice of Financial

(Jakarta) Jul 2018 - Jun 2019

Person in charge of Budget, manages and reports the organization finances.

Indonesia Asian Para Games Organizing Committee 2018 (INAPGOC)

Transporation Section

(Jakarta) Aug 2018 - Sep 2018

Assisting the organizer in implementation of all relevant parties in one venue area such as athletes, official teams and committees.

EDUCATION

Polytechnic STMI Jakarta

Bachelor of Industrial Engineering (B.I.Eng.)

(Jakarta) Aug 2016 - Sep 2020

Faculty of Engineering, Industrial Engineering, GPA: 3.51/4.00

Studied; Supply Chain Management, PPIC, Production process, Plan layout, Quality Management,

Final Project: PT Fscm Manufacturing Indonesia's raw material warehouse layout design uses a class-based storage method to facilitate retrieval.

Vocational High School 1 Bekasi

Automotive Engineering

(Bekasi) Jun 2013 - Jul 2016

Pass the national exam with the average grade of the subject: 80/100

Studied: Vehicle electrical components, periodic maintenance on vehicles, engine overhaul, transmission overhaul, engine working processes.

ADDITIONAL INFORMATION

Languages: Indonesia (Native), English (Passive)

Skill: Microsoft Office (Outlook, Word, Excel, Power Point, Visio), AX, SAP, CARE Apps For Claim, Spreeadsheet, Warehouse Management System, Logistic Management System.

Training and Certifications Attended: Inventory Management Strategy for Manufacturing Companies - Skill Academy - July 2023, Data Analysis with Google Data Studio for Beginners - Skill Academy - July 2023, Marketing Budget Preparation Strategy - Skill Academy - October 2023, Professional Administration Computer Training (Excel) - LPKN Center - June 2023.

Interests: Manufacturing Otomotif Industry, Supply Chain Management, Logistic, Purchasing, Inventory Control, Administration.

Hobbies: Futsal, Swimming, Cycling, Running.

FOTO RIZKY KURNIADI



FOTO KTP RIZKY KURNIADI



FOTO NPWP RIZKY KURNIADI



IJAZAH RIZKY KURNIADI





TRANSKRIP NILAI RIZKY KURNIADI



KEMENTERIAN PERINDUSTRIAN R.I. POLITEKNIK STMI JAKARTA d.h. SEKOLAH TINGGI MANAJEMEN INDUSTRI

Jl. Letjen Suprapto No. 26 Cempaka Putih, Jakarta 10510. Telp. (021)42886064 Fax:(021)42888206 www.stmi.ac.id , e-learning.stmi.ac.id

SALINAN NILAI

Nama : Rizky Kurniadi NIM ; 1116028

Jurusan : Teknik Industri Otomotif

No.	Kode	Mata Kuliah	SKS	Nilai	NilaixSKS
1,	TI151201	Kewarganegaraan	2	B+	7
2.	TI151301	Agama	2	Α	8
3,	TJ151401	Pancasila	2	В	6
4.	TI151402	Bahasa Indonesia	2	A	8
5.	TI152103	Matematika	2	В	б
6.	TI152104	Fisika	2	B-	6
7.	TI152701	Bahasa Inggris	1	C+	2.5
8:	Tl152702	Praktikum Bahasa Inggris	2	C+	5
9.	TI152703	Kapita Selekta Industri Otomotif	2	A	8
10.	T/152704	Studi Kelayakan Industri Otomotif	1	A	4
11	T)152705	Praktikum Studi Kelayakan Industri Otomotif	2	Α	8
12.	TI152706	Perencanaan Sumber Daya Perusahaan	1	В	3
13	TI152707	Praktikum Perencanaan Sumber Daya Perusahaan	2	A	8
14.	TI152708	Manajemen Rantai Pasok Industri Otomotif 2	1	В	3
15	Tl152709	Praktikum Manajemen Rantal Pasok Industri Otomotif 2	1	В	3
16.	TI152710	Manufaktur Terintegrasi	1	B+	3.5
17	TI152711	Praktikum Manufaktur Terintegrasi	1	Α	4
18.	TI152712	Prak. Komunikasi dan Etika Profesi	1	A	4
19.	TI153101	Pengantar Sistem Industri Otomotif	2	В	6
20.	TI153102	Pengantar Rekayasa Sistem Industri Otomotif	2	В	6
21.	T/153105	Statistik Industri	2	C	4
22	TI153106	Praktikum Statistik Industri 1	3	B+	10.5
23.	TI153107	Prak. Metrologi Industri Otomotif	2	В	6
24.	TI153108	Prak. Alat Bantu Produksi Industri Otomotif	2	C	4
25.	TI153109	Prak. Pengetahuan Bahan Otomotif	2	B+	7
26.	TI153110	Prak, CAD/CAM 1	2	В	6
27.	T/153202	Perancangan Proses Manufaktur Industri Otomotif 1	.2	В	6
28	Tl153203	Praktikum Perancangan Proses Manufaktur Otomotif 1	3	B+	10.5
29.	TI153204	Perencanaan Produk dan Rekayasa Nilai	2	B+	7
30	TI153205	Praktikum Perencanaan Produk dan Rekayasa Nilai	2	A	8
31.	T/153206	Perancangan Sistem Kerja 1	2	B+	7
32	TI153207	Praktikum Perancangan Sistem Kerja 1	2	A	8
33.	TI153208	Prak. Statistik Industri 2	2	A	8
34.	TI153209	Prak. Akuntansi Industri Otomotif	2	В	6
35.	TI153210	Prak. CAD/CAM 2	2	С	4
36.	TI153302	Perancangan Proses Manufaktur Industri Otomotif 2	2	A	8
37	TI153303	Praktikum Perancangan Proses Manufaktur Otomotif 2	3	А	12
38.	TI153304	Pengendalian Mutu 1	2	A	8
39	TI153305	Praktikum Pengendalian Mutu 1	2	В	6
40.	TI153306	Perancangan Sistem Kerja 2	2	В	6
41	TI153307	Praktikum Perancangan Sistem Kerja 2	2	В	6

SALINAN NILA!

Jurusan: Teknik industri Otomotif

Nama : Rizky Kurniadi NIM : 1116028

No.	Kode	Mata Kullah	SKS	Nilai	NilalxSKS
12.	TI153308	Prak, Listrik dan Elektronika	3	C+	7.5
13,	TI153403	Keselamatan dan Kesehatan Kerja	ī	В	3
14.	TI153404	Sistem Manajemen Lingkungan	2	Α	В
15.	TI153405	Sistem Produksi Industri Otomotif 1	2	B+	4
46.	TI153408	Prak. Instrumentasi	2	A	8
17.	TI153409	Prak. Manajemen Sains	2	B+	7
18.	TI153501	Sistem Produksi Industri Otomotif 2	2	8	5
19	Tl153502	Praktikum Sistem Produksi Industri Otomotif 2	1	Α	4
i0.	TI153503	Perancangan Proses Bisnis Industri Otomotif	2	B+	7
51	Tl153504	Praktikum Perancangan Proses Bisnis Industri Otomotif	2	B+	7
52.	TI153505	Pemeliharaan Mesin dan Peralatan Industri Otomotif	1	B+	3.5
53	TI153506	Praktikum Pemeliharaan Mesin dan Peralatan Industri Otomotif	2	A	8
i4.	TI153507	Pemodelan Sistem dan Simulasi	2	B+	7
55	TI153508	Praktikum Pemodelan Sistem dan Simulasi	2	Α	8
6.	T1153509	Sistem Pengambilan Keputusan	1	B+	3.5
57	TI153510	Praktikum Sistem Pengambilan Keputusan	1	Α	4
8.	TI153511	Ketenagakerjaan	2	B+	7
i9.	TI153601	Metodologi Penelitian	1	Α	4
50	TI153602	Praktikum Metodologi Penelitian	1	Α	4
51.	TI153603	Manajemen Rantai Pasok Industri Otomotif 1	2	Α	8
52	Tl153604	Praktikum Manajemen Rantai Pasok Industri Otomotif 1	1	B+	3.5
3.	TI153605	Technopreneurship	1	B+	3.5
54	TI153606	Praktikum Technopreneurship	2	8	6
55.	TI153607	Teknik Manajemen Proyek	1	Α	4
6	TI153608	Praktikum Teknik Manajemen Proyek	1	Α	4
57.	TI153609	Perencanaan Tata Letak Pabrik	1	Α	4
58	TI153610	Praktikum Perencanaan Tata Letak Pabrik	3	Α	12
59.	TI153611	Sistem Manajemen Mutu	2	B+	7
70	TI153612	Praktikum Sistem Manajemen Mutu	1	Α	4
71.	TI153801	Praktik Kerja Industri Otomotif	13	Α	52
72.	T1153802	Tugas Akhir	5	Α	20
3.	TI173406	PPIC	1	8	3
14	TI173407	Praktikum PPIC	2	8	6
75.	TI173408	Pengendalian Mutu 2	1	Α	4
76	TI173409	Praktikum Pengendalian Mutu 2	2	Α	8

Nilai D = 0 SKS Nilai E = 0 SKS

Judul Tugas Akhir/Skripsi:
" PERANCANGAN PERBAIKAN LAYOUT PADA GUDANG BAHAN BAKU PLANT 3 DENGAN METODE CLASS BASED STORAGE UNTUK
MEMPERMUDAH PENDISTRIBUSIAN DI PT FSCM MANUFACTURING INDONESIA"

Catatan:
- Dokumen ini sah hanya untuk internal STMI



SKCK RIZKY KURNIADI

POLRI DAERAH METROPOLITAN JAKARTA RAYA RESOR METROPOLITAN BEKASI KOTA SEKTOR BEKASI BARAT

Jl Jenderal Sudirman 100 Bekasi 17135

Nomor: 09-0219/31



SURAT KETERANGAN CATATAN KEPOLISIAN

POLICE RECORD

Nomor: SKCK/YANMAS/2087/X/2024/SEK BKS.BARAT

Diterangkan bersama ini bahwa

This is to certify that

RIZKY KURNIADI Nama

Name LAKI-LAKI Jenis Kelamin

Sex

Kebangsaan INDONESIA

Nationality

Agama ISLAM Religion

Tempat dan tol lahir BEKASI, 12 DESEMBER 1997

Place and date of birth KP.RAWA BEBEK RT 005, RW 015, KEL. KOTABARU, KEC. BEKASI

Tempat tinggal sekarang BARAT, KOTA BEKASI, PROV. JAWA BARAT Current address

Pekenaan

Occupation

Nomor Kartu Tanda Penduduk

3275021212970019 Citizen card number

Nomer Paspor/ KITAS/ KITAP=

Passport/ KITAS/ KITAP number

Setelah diadakan penelitian hingga saat dikeluarkan surat keterangan ini yang didasarkan kepada ;

As of screening through the issue here of by virtue of :

Catatan Kepolisian yang ada:

Existing Police record

bahwa nama tersebut diatas tidak memiliki catatan atau keterlibatan dalam kegiatan kriminal apapun

the bearer hereof proves not to be involved in any criminal cases

selama ia berada di Indonesia dan

during his/her stay in Indonesia from

12 DESEMBER 1997

sampai dengan :

until

16 OKTOBER 2024

Keterangan ini diberikan berhubungan dengan permohonan This certificate is issued at the request to the applicant

Untuk keperluan/menuju * For the purpose

Berlaku dari tanggal

Valid from

Sampai dengan

Until

MELAMAR PEKERJAAN

16 OKTOBER 2024

16 APRIL 2025

Dikeluarkan di : Bekasi

Issued In

Pada tanggal : 18 OKTOBER 2024

On

KEPALA KEPOLISI SEKTOR BEKASI BARAT

You teribal Rejanatar/pelanggaran SKCK ini dinyatakan If the future is concerned involved in the crime/ violations. SKCK is declared invalid.

Apabila dikemudian hari

") coret vang fidak perlu

ANTON SUJARWO, SH

AJON KOMISARIS POLISI NRP. 77070482

SURAT KETERANGAN KERJA

PT. Honda Trading Indonesia

MidPlaza 1, 6" Floor Jl. Jend. Sudirman Kav. 10-11 Jakarta 10220, Indonesia

Tel.: +62-21-5780-7022

Fax.: +62-21-5780-7033, 5790-7055



Date : August 19, 2023 No. : 06/HR/IX/2023

TO WHOM IT MAY CONCERN

This is to certify the person below,

Name : RIZKY KURNIADI

Place/Birthday : Bekasi, December 12th, 1997

Was the employee of PT Kasyasindo Megah Perkasa who has been working in our company, PT. Honda Trading Indonesia, from April 20th, 2021 to August 19th, 2023 as an Staff in Logistics — Logistics Planning section, in charge for administration.

Wish him for the success ahead.



SURAT KETERANGAN MAGANG



PT FSCM MANUFACTURING INDONESIA

J. Primparmy 4s. 50 Kommon Industri Pringuitury Johann (1980 - Industria) Tray | (27.21 | 4859155 History) | Fast (52.21 | 485000000) Speci | Television on the 1981 | Prime Industria

SURAT KETERANGAN

Nomor = 0028/SKT/PKL/HRD-GA/VII/2020

Yang bertanda tangan dibawah ini :

Nama Rudy Andriyanto

Jabatan : HRD-GA Department Head

: PT. FSCM Manufacturing Indonesia

Dengan ini menerangkan bahwa mahasiswa dibawah ini.

Nama : Rizky Kurniadi

Tempat /Tgl Lahir | Bekasi, 12 Desember 1997

NIM : 1116028

Program Studi : Teknik Industri Otomotif
Perguruan Tinggi : Polituknik STMI Jukarta

Telah melaksanakan Program Praktek Kerja Lapangan (PKL) atau Praktek Kerja Industri (PRAKERIN) di PT. FSCM Manufacturing Indonesia selama 6 Bulan terhitung sejak tanggal 07 Januari 2020 s.d 30 Juni 2020 pada Departeman PPIC CHAIN Seksi PPIC P3.

Selama mengikuti kegiatan ini yang bersangkutan telah menunjukkan sikap dan prestasi kerja yang BATK.

Demikları surat keterangan ini dibuat untuk dipergunakan semestinya.

Jakarta, 07 July 2020

R. Gunadi

HRD-GA Department



- VGENALAN MICROSOFT EXCEL
- ENGGUNAKAN MICROSOFT EXCEL
- MENGATUR MICROSOFT EXCEL
- MENYISIPKAN OBJEK PADA MICROSOFT EXCEL
- MEMBUAT DAN MENGGUNAKAN DATA TABEL
- EXPERATOR MICROSOFT EXCEL
- MENGENAL REFERENSI ABSOLUT DAN FUNGSI STATISTIKA
- 9. FUNGSI LOGIKA
- 10. PENCARIAN DATA
- 11. MENGATUR CONDITIONAL FORMATING DAN KEAMANAN DATA
- 12. MENYARING DAN MENGURUTKAN DATA
- 13. FUNGSI STRING DAN MEMBUAT GRAFIK
- 14. MENGATUR BARIS DAN KOLOM
- 15. PIVOT DAN VALIDASI DATA
- 16. MENGATUR TAMPILAN MICROSOFT EXCEL
- 17. MENCETAK DOKUMEN





SERTIFIKAT PENYELESAIAN

Diberikan atas keberhasilannya mengikuti dan lulus dari Pelatihan KOMPUTER ADMINISTRASI PROFESIONAL (MICROSOFT EXCEL)

RIZKY KURNIADI

Mataram, 13 Juni 2023

Naktika Sari Dewi, SE., MM

- T. PERKENALAN
- 2. PENGENALAN MICROSOFT EXCEL
- 3. MENGGUNAKAN MICROSOFT EXCEL
- 4. MENGATUR MICROSOFT EXCEL
- 5. MENYISIPKAN OBJEK PADA MICROSOFT EXCEL
- 6. MEMBUAT DAN MENGGUNAKAN DATA TABEL
- 7. OPERATOR MICROSOFT EXCEL
- 8. MENGENAL REFERENSI ABSOLUT DAN FUNGSI **STATISTIKA**
- 9. FUNGSI LOGIKA
- 10. PENCARIAN DATA
- 11. MENGATUR CONDITIONAL FORMATING DAN KEAMANAN DATA
- 12. MENYARING DAN MENGURUTKAN DATA
- 13. FUNGSI STRING DAN MEMBUAT GRAFIK
- 14. MENGATUR BARIS DAN KOLOM
- 15. PIVOT DAN VALIDASI DATA
- 16. MENGATUR TAMPILAN MICROSOFT EXCEL
- 17. MENCETAK DOKUMEN



Diverifikasi oleh:



SERTIFIKAT KOMPETENSI LULUSAN

Diberikan atas keberhasilannya menyelesaikan dan lulus Pelatihan KOMPUTER ADMINISTRASI PROFESIONAL (MICROSOFT EXCEL) dengan nilai

94.12

RIZKY KURNIADI

Mataram, 13 Juni 2023

Naktika Sari Dewi, SE., MM Direktur

CERTIFICATE OF COMPLETION

Sertifikat ini menyatakan bahwa

RIZKY KURNIADI

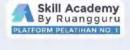
telah menyelesaikan kelas

Strategi Manajemen Persediaan untuk Perusahaan Manufaktur

sebuah kelas online yang diberikan oleh Skill Academy by Ruangguru.

08 July 2023

dengan predikat SANGAT BAIK



Durasi Pelatihan: 15 Jam

Tenaga Pelatih: Romaito Sormin Utari Meitridasari Sisca Chandra





TELAH DIVERIFIKASI OLEH



CERTIFICATE OF COMPLETION



Kompetensi yang Dilatih

SKKNI Sistem Manufaktur Nomor 128 Tahun 2015

Kompetensi yang Didapatkan:

- 1, M.702092.011.01 Merencanakan Kebutuhan Material
- 2. M.702092.013.01 Mengendalikan Persediaan (Inventory)
- 3. M.702092.018.01 Menggunakan Teknik Pemecahan Masalah

CERTIFICATE OF EXCELLENCE



THIS CERTIFICATE IS PROUDLY PRESENTED TO

Rizky kurniadi

FOR SUCCESSFULLY PASSING THE FINAL EXAM ON ONLINE COURSE:

Analisa Data dengan Google Data Studio untuk Pemula

31 July 2023







CERTIFICATE OF COMPLETION



THIS CERTIFICATE IS PROUDLY PRESENTED TO

Rizky kurniadi

FOR SUCCESSFULLY COMPLETING ALL CONTENTS ON ONLINE COURSE:

Analisa Data dengan Google Data Studio untuk Pemula

31 July 2023



DIRECTOR SKILL ACADEMY



Sertifikat dapat diverifikasi di skillacademy.com/sertifikat Skill Academy telah mengonfirmasi keikutsertaan peserta dengan na erta dengan nama tertera di sertifikat ini



CERTIFICATE OF COMPLETION

Sertifikat ini menyatakan bahwa

RIZKY KURNIADI

telah menyelesaikan kelas

Strategi Penyusunan Anggaran Pemasaran

sebuah kelas online yang diberikan oleh Skill Academy by Ruangguru.

05 October 2023



Durasi Pelatihan: 15 Jam

Tenaga Pelatih:





Certificate IEX
6E3AQXV5R969ES

at dapat diverifikasi di skillacademy.com/certificate



CERTIFICATE OF COMPLETION



Kompetensi yang Dilatih

SKKNI Pemasaran Nomor 124 Tahun 2022

Kompetensi yang Didapatkan:

- M.70MKT00.003.2 Melaksanakan Analisis Lingkungan Bisnis
- M.70MKT00.004.1 Mengembangkan dan Menerapkan Strategi Bisnis
- 3. M.70MKT00.005.2 Mengidentifikasi Elemen Pemasaran Organisasi
- M.70MKT00.006.2 Menyusun Elemen Pemasaran Organisasi
- M.70MKT00.008.1 Melaksanakan Pengukuran Efektivitas Pemasaran
- 6. M.70MKT00.010.2 Mengolah Data Riset
- 7. M.70MKT00.0171 Melaksanakan Kegiatan Promosi Merek
- 8, M.70MKT00.031.2 Menyusun Rencana Aktivitas Penjualan
- M.70MKT00.0321 Mencapai Target Penjualan



