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ACHIEVEMENTS

1. Through close cooperation and effective communication with related government offices, assisting the President Director of PT Tanashin Indonesia in closing company smoothly. (2019)
2. Proofreading and translating document from each department of PT Komatsu Indonesia into concise and precise English so that the judges understood the presentation materials clearly and by which supporting this company to win Deming Prize. (2018)
3. Facilitating communication between management and Labor Union of PT Toyoda Gosei Safety Systems Indonesia in settling disputes on crucial items in CLA. (2016)
4. Giving full support and assistance to all of the Japanese Expatriates in PT Nipress Tbk. in launching VRLA Batteries as new business of this company. (2014)

FREELANCE WORK EXPERIENCE

Dec'20 – Up to this present Freelance Japanese translator & Japanese Language Tutor

2nd December 2019 – 1st December 2020, PT Denso Ten Manufacturing Indonesia, Bogor

- Report to Manufacturing Director
- Providing company-wide interpreting and translation services such as translating SOP, machine manual, bridging communication between local staff and expatriates, interpreting at meeting, discussion, audit etc.

1st November 2018 – Nov'20119, PT Tanashin Indonesia, Bogor

- Report to President Director
- Be responsible for all of interpreting and translation duties in and out of the company such as in meeting, audit, discussing with other parties, translating email, SOP, machine manual etc.
- HRGA assistant
- PA to President Director
- Any assigned job

July 11-13, 2018, PT Yamaha Manufacturing Indonesia R & D

- Providing interpreting service in three-day employee education program.

Responsibilities and Achievements:

- Japanese - Indonesian interpreting VV
- To make sure that the Japanese Instructors' speeches were delivered correctly to the training participants.
- To make sure that all of the opinions of the training participants in Q&A session were delivered correctly to the instructors/management.
- To be responsible for the education program running smoothly

March – April 2018, PT Komatsu Indonesia

Position: English Proof reader, content writer, English translator

Description:

Proof reading all of the documents from each department that would be presented to JUSE.

Responsibilities and Achievements:

- Correcting misspelling and doing grammar check
- Making sentences became concise and easy to understand

September 2015 – January 2017, PT Toyoda Gosei Safety Indonesia, Bogor

- Providing company-wide interpreting and translation services such as translating SOP, machine manual, bridging communication between local staff and expatriates, interpreting at meeting, discussion, audit, including negotiation with worker Union.
- Personal Assistant to PD
- Giving assistance to Japanese Expatriates

January 2011 – October 2014, PT Nipress, Tbk.

- Providing interpreting and translation service to Japanese Instructors
- Bridging communication between local staff and Japanese Expatriates
- Giving technical assistance to both parties (local staff and Japanese Expatriates)

Full Time Work Experience (2000 – 2010)

1. Period : 5th June 2001 – 25th February 2005
Company Name: **PT Shintom Electronics Indonesia, Batam Island**
Business: Electronic Devices Assembly
Position: Manufacturing Interpreter
Report to: Manufacturing Director

Main Responsibilities:

- Interpret at meetings, discussions, process audits, ceremonial events etc.
- Translate emails, audit reports, machine manuals, SOP etc.
- Collecting data from related departments for Monthly Production Report
- Teach Japanese Language to employees
- Any assigned duties

Reason for resignation:

Seeking more challenging work for self-development

2. Period : 1st March 2005 – 20th September 2006
Company Name: **PT Epson, Batam Island**
Business: Printer and Ink Cartridge manufacturing
Position: Technical Advisor
Report to: President Director

Main Responsibilities:

- Secretary / PA to President Director
- Interpret at meetings, discussions, process audits, ceremonial events etc.
- Translate emails, audit reports, machine manuals, SOP etc.
- Teach Japanese Language to SPV level and up
- Assist Japanese Expatriates

Reason for resignation:

End of Contract

3. Period : 30th November 2009 – 29th November 2010
Company Name: **PT Sumitomo Wiring Systems, Batam Island**
Business: Automotive Wiring Harness Manufacturing
Position: Production Engineering Interpreter
Report to: Manufacturing Director

Reason for resignation:

End of Contract

Education

STBA YAPARI – ABA BANDUNG (Indonesia)

The first and the oldest language institution in Indonesia

October 1995 – August 1999

Bachelor in Japanese Language, GPA: 3.56

Graduated as the youngest, the fastest and the best graduate

Language Skill

Indonesian: Native

Japanese: Fluent

English: Fluent

Malaysian: Fluent

Turkish: Beginner

Other Skills and Qualification

MS Word, Excel, and PowerPoint,

PERSONAL DETAIL

Place & DoB: Bandung, April 10, 1978

Marital status: Married (2 children)

Health: Excellent

Height / Weight: 158.5 cm / 60 Kg.

Interests: Reading, cooking, traveling, sports

