# Rudi Hartono

Taman Kota Ciperna Cluster Nirwana Blok R2 No6 Cirebon, Jawa Barat

WhatsApp: 089621166731 Phone: 0895320374169

E mail : reedhearth78@gmail.com

To:

HRD MANAGER

Dear Sir,

I would like to apply for a job in your company.

My name is *Rudi Hartono*, I am 42 years old, I have graduated from SMUN VI Cirebon in 1996 and I have experienced as Director At CV Eyang Lawu,Operational Manager At PT Ridho Samudera,Operational Manager At PT Ridho Bangun Persada, QA QC Engineer in steel contructions in Duta Hita Jaya Bekasi, Cost Control and production staff for six years and Engineering administration staff for project for three month in Trans-Bakrie (Now Bakrie Construction) and 3 month as QC Engineer for Document Inspection Report in PT KORINDO Heavy Industry,QC administration In PT Lintech Duta Pratama also Tutor in computer programmer for two months. I also excellent in English, good command in Administration, Leadership, PC, and others skill background.

For your further information, I enclose herewith my curriculum vitae and a recent photograph of mine. I believe that my education background and my experiences could accommodate my qualification for that vacancy in your company

I will be happy to meet you at your convenience and provide additional information that you may need also bring you my certificates to complete my application. You can reach me at either at my home address in Cirebon or at *WhatApps* 089621166731. Thank you very much for your wisdom and you attention.

Sincerely yours,

Rudi Hartono



# **CURRICULUM VITAE**



### **ABOUT ME**

Name : Rudi Hartono

Age : 42 years old

Place of Birth : Cirebon

Date of Birth : October, 23, 1978

Status : Married

Religion : Islam

Nationality : Indonesia

Address : Taman Kota Ciperna Cluster Nirwana Blok R2

No 6, Cirebon

WhatApps : 089621166731

Phone Number : 0895320374169

#### **WORK EXPERIENCE**

- 1. Director at CV Eyang Lawu at Cirebon (2014 Present).
- 2. Worked at Duta Hita Jaya at Bekasi as QA/QC Engineer for Chevron Project Duri Riau (2013 2014).
- 3. Worked at Lintech Duta Pratama at Karang Pilang Surabaya as QC Admin for All Project (Juli 2011 2013).
- 4. Worked at KORINDO Heavy Industry Wind Tower Division at Ciwandan Anyer Site as QC Engineer for Document Inspection Report for GAMESA WIND TOWER Project in Spain.



- Worked at KONI (Komite Olahraga Nasional Indonesia) as Secretary Executive
  (January 2008 December 2010).
- 6. Worked at Perdana Leather Manufacture *as* Warehouse Coordinator ( January 2006 November 2007 ).
- 7. Worked at PT. Bakrie Construction Workshop Sumuranja in Engineering Departement Project *as* Engineering Administration Staff (March 2004 October 2005).
- 8. Worked at PT. Trans Bakrie Fabrication and Construction *as* Cost Controll and Production Staff (1997-2003).
- 9. Worked at Pratama Management Computer *as* Tutor ( November 1997 December 1997 ).

#### SPECIAL SKILL

- 1. Could do very good in multiple task job, represent company profile regarding company needs.
- 2. Able to handle negosiation with client very well, specially with foreign people.
- 3. Get used to speaking in. english with foreign people or from others country.
- 4. Support company in every line if needed as long connect with my job.

#### FORMAL EDUCATION

- STMIK Serang, (Not Graduated) .
- 2. SMAN Negeri VI graduated 1996.

## **NON FORMAL EDUCATION**

- Conversation English at MECC Serang.
- 2. Junior Programmer Computer at PMC Serang.
- 3. MS Windows NT Server 4.0 Technical Support at ECSINDO Training Jakarta.