



DODI SUHENDRA

Web Developer | HSSE Coordinator | HSE Officer | AK3 Muda Konstruksi Kemnaker |
| AK3U Kemnaker | Safety Man | Auditor SMK3 | Administrator | Admin Supply Chain | Admin
HSE | Driver Forklift | Data Analyst |

+62 8997013493

hallo@dodisuhendra.info / dodisuhendra1956@gmail.com

<https://www.linkedin.com/in/dodi-suhendra-706040179/>

My Portfolio Website : <https://dodisuhendra.info/>

Bekasi, West Java

Let me introduce myself, I am a graduate of Information Systems from Bina Sarana Informatika University with a GPA of 3.64 and a TOEFL score of 457. I currently serve as an HSSE Coordinator in the construction and oil and gas industry, specifically working with Pertamina. I am also a web developer and data analyst proficient in using the Laravel framework, with expertise in programming languages such as PHP, JavaScript, and Python. For data analysis, I utilize RapidMiner and Python for data management.

In addition, I hold the position of HSSE Coordinator & HSE Officer, where I am well-versed in handling Bridging Documents, MCU (Medical Check-up) for workers, Permit to Work / SIKA (Safe Work Permit), Lifting Plan Crane Documents, CSMS (Contractor Safety Management System), HIRADC (Hazard Identification Risk Assessment and Determining Control), JSA (Job Safety Analysis), HSE Plans (Health Safety Environment), LOTO (Lock Out Tag Out), and work permits. I excel in processing, analyzing, and reporting data. I hold a General Occupational Health and Safety Expert Certificate from the Ministry of Manpower, along with certifications in First Aid (P3K), Basic Firefighting/Fire Protection, and have knowledge in Mine Safety Management Systems, CLSR (Corporate Life Saving Rules) Epson, ISO 9001, ISO 14001, and ISO 45001.

Additionally, I play a role as an Administrator in Supply Chain Management, particularly in Goods Receipt and Stock Control, with responsibilities including Inventory Management & Database Management Systems, Administration and Reporting, as well as Operational Coordination. My skills include proficiency in Linux and Windows operating systems, Occupational Health and Safety, SMK3 Auditor, First Aid (P3K), Basic Firefighting/Fire Protection, Laravel Web Development, Stock Control Administration, Forklift Operation, Data Analysis, MySQL Databases, Programming Languages, SAP Systems, and proficiency in Microsoft Office (Excel, Word, PPT, Outlook, and OneDrive) as well as Canva.

WORK EXPERIENCES

I. Company : PT. Irca Mitra Usahatama (Oil and Gas Construction)

Department : HSE

Position : HSSE COORDINATOR

Period : Jan 2025 – May 2025 (Project Based)

Responsibilities :

- ☒ Designing and developing Bridging Documents / HSE Plans for the Oil and Gas Construction Industry.
- ☒ Preparing documents for Memorandums of Understanding (MoU) for cooperation between the company and hospitals.
- ☒ Designing and developing Crane Lifting Plan Documents.
- ☒ Organizing and scheduling routine medical check-ups (MCU) at hospitals or clinics for workers before they commence work at construction sites.
- ☒ Preparing and issuing Permit to Work (SIKA) documents for oil and gas projects.
- ☒ Developing and updating Hazard Identification, Risk Assessment, and Determining Controls (HIRADC) to identify hazards, evaluate risks, and establish necessary control measures.
- ☒ Developed and implemented Job Safety Analysis (JSA) to assess and identify risks associated with specific tasks, formulating necessary control measures to ensure worker safety.
- ☒ Facilitated daily toolbox meetings each morning before work to discuss safety practices and promote a culture of safety among employees.
- ☒ Conducted regular inspections of safety equipment to ensure functionality and availability.
- ☒ Conducted health assessments of employees or operators through interviews to ensure their health status is sound and free from illness.
- ☒ Assessed the effectiveness of safety tools and equipment, providing recommendations for improvement or replacement as needed.

- ☒ Conducted regular inspections of work locations to ensure compliance with the use of personal protective equipment (PPE) and to identify potential hazards or unsafe practices.
- ☒ Take action to enforce safety rules and regulations, including stopping work when there are safety violations and implementing corrective measures.

II. Company : PT. Citanusa Jaya Selaras (Consultant & Construction)

Department : K3

Position : HSE OFFICER

Period : Oct 2024 – Jan 2025 (Project Based)

Responsibilities :

- ☒ Designed and developed an effective Contractor Safety Management System (CSMS) to enhance employee protection and ensure regulatory compliance.
- ☒ Developed and updated the Hazard Identification, Risk Assessment, and Determining Control (HIRADC) to identify hazards, evaluate risks, and determine the necessary control measures.
- ☒ Developed and implemented Job Safety Analysis (JSA) to assess and identify risks associated with specific tasks, formulating necessary control measures to ensure worker safety.
- ☒ Facilitated daily toolbox meetings each morning before work to discuss safety practices and promote a culture of safety among employees.
- ☒ Conducted regular inspections of safety equipment to ensure functionality and availability.
- ☒ Conducted health assessments of employees or operators through interviews to ensure their health status is sound and free from illness.
- ☒ Assessed the effectiveness of safety tools and equipment, providing recommendations for improvement or replacement as needed.
- ☒ Conducted regular inspections of work locations to ensure compliance with the use of personal protective equipment (PPE) and to identify potential hazards or unsafe practices.
- ☒ Take action to enforce safety rules and regulations, including stopping work when there are safety violations and implementing corrective measures.

III. Company : PT. Indonesia Epson Industry

Department : Hse Management

Position : Administration

Period : March 2022 – March 2024

Responsibilities :

- ☒ Development of OHS Policies (Developing and recommending occupational health and safety (OHS) policies and guidelines that comply with regulations and national standards, as well as ensuring their implementation in the field)
- ☒ OHS Audits and Evaluations (Conducting audits and evaluations of the company's OHS Management System (SMK3), providing feedback and recommendations for improvements to enhance compliance and the effectiveness of the OHS program.)
- ☒ Risk Analysis (Performing risk analyses of company activities to identify potential health and safety risks that employees may face.)
- ☒ Regularly inspect the worksite to ensure compliance with safety regulations and identify potential hazards or unsafe practices.
- ☒ Conduct regular checks on safety equipment to ensure they are functional and readily available.
- ☒ Evaluate the effectiveness of safety tools and equipment, making recommendations for improvements or replacements as needed.

IV. Company : PT. Varia Baru

Department : Supply Chain Management

Position : Admin Supply Chain (Good Received & Stock Control)

Period : June 2018 – June 2020

Responsibilities :

- ☒ Inventory Management
Overseeing and managing stock in the warehouse, including the recording of receipts, storage, and dispatch of goods to ensure data accuracy and optimal availability of items.
- Administration and Reporting

Preparing and updating inventory reports and related documentation, reconciling system records with physical counts, and providing accurate information to management.

☒ **Operational Coordination**

Collaborating with the logistics and warehouse teams to optimize the flow of goods, handling requests and shipments, and ensuring compliance with company procedures and policies.

V. Company : PT. Toyota Boshoku Indonesia

Department : Logistic Management

Position : Operator (Forklift)

Period : April 2016 – April 2018

Responsibilities :

☒ **Forklift Operation**

Operating the forklift with expertise to safely and accurately move heavy and large items, ensuring optimal stock arrangement in storage areas.

☒ **Inventory Management**

Conducting regular inventory checks and monitoring, verifying stock accuracy, and carefully managing the receipt and dispatch of goods.

☒ **Shipping Coordination**

Collaborating with the logistics team to ensure timely delivery and receipt of goods, as well as preparing orders for shipment according to schedule.

EDUCATION

- Diploma Degree of Systems Information, Bina Sarana Informatika University. GPA 3.64 (Since 2021 - 2024). Scientific Thesis: Website point of sale system to improve UMKM management efficiency.
- Undergraduate of Systems Information in Bina Sarana Informatika University. GPA 3.66 (Since 2024 – Now)

CERTIFICATIONS

- **PT. Mitra Dinamis Yang Utama (Midiatama Academy)**
(2025) First Aiders / Petugas P3K (Kemnaker)
- **PPSDM MIGAS CEPU**
(2025) Supervisor Occupational Health Safety (OHS) Oil & Gas (BNSP)
- **Pertamina EP Zona 7 & SKK Migas**
(2025) Basic HSSE (Health Safety Security Environment) Training on Oil and Gas Industry
- **PT. Mitra Dinamis Yang Utama (Midiatama Academy)**
(2025) Occupational Health and Safety Specialist in Construction (AK3 Konstruksi Kemnaker)
- **PT. Mutiara Mutu Sertifikasi. Professional QHSE Training and Consulting.**
(2024) General Occupational Health Safety Expert (AK3U) from the Ministry of Manpower (Kemnaker)
- **PT. Mutiara Mutu Sertifikasi. Professional QHSE Training and Consulting.**
(2024) Basic First Fighting / Fire Protection (Damkar)
- **PT. Kautsar Inti Prima. Professional QHSE Training and Consulting.**
(2021) Forklift K3 Operator Class II & Sio Forklift Class II
- **BBPVP Kemnaker Ri – Bekasi City.**
(2024) Japanese Language Competency Based Training
- **BBPVP Kemnaker Ri – Bekasi City.**
(2019) Competency Based Training for Vocational Audio Video Technicians in Electronics Engineering
- **Prakerja – Kemnaker Ri.**
(2022) Designing Software and Applications Web
- **Micromentor – GCA Cyber Security Toolkit.**
(2022) Cyber Security Training
- **ELSKILL ENGLISH COURSE.**
(2023) Test of English Proficiency and Academic

SKILLS

- Occupational Health & Safety
- Auditor SMK3
- Document Controll HSSE
- Basic First Aid (P3K)
- Basic Fire Fighting / Fire Protection
- Web Developer
- Admin Stock Controll
- Forklift Operational
- Data Analyst
- MySQL Database
- Programming language
- SAP Systems
- Basic Japanese Language
- Microsoft Office (Excel, Word, PPT, OutLook, OneDrive)
- Video Editing (Premiere and VegasPro)
- Design (Photoshop, CorelDraw, AutoCAD and Canva)
- Public Speaking

Best Regards,

A handwritten signature in black ink, appearing to read 'Dodi', with a stylized, cursive flourish extending from the end.

(DODI SUHENDRA)

Hal : Lamaran Pekerjaan

Lampiran : 1 File

Yth.

Bapak/Ibu HRD,

Ditempat.

Dengan Hormat,

Berdasarkan informasi dari media cetak perihal lowongan pekerjaan diperusahaan tempat Bapak/Ibu pimpin. Melalui surat lamaran ini saya ingin mengajukan diri untuk melamar pekerjaan diperusahaan yang Bapak/Ibu pimpin guna mengisi posisi yang dibutuhkan saat ini saya yang bertanda tangan dibawah ini :

Nama	: Dodi suhendra
Tempat / Tanggal lahir	: Kebumen, 26 Mei 1997
Jenis Kelamin	: Laki-laki
Pendidikan	: Universitas Bina Sarana Informatika – Systems Information
Alamat	: KP. Rawa Bambu RT 05 / RW 16 Harapan Jaya, Bekasi Utara 17124.
Nomor Handphone	: 08997013493

Dengan ini saya mengajukan surat lamaran pekerjaan, sebagai bahan pertimbangan saya lampirkan sebagai berikut :

1. Scan Surat Lamaran.
2. Scan Curriculum Vitae (CV).
3. Scan Ktp , Npwp , Sio Forklift.
4. Scan Ijazah , Transkrip Nilai.
5. Scan Kartu Pencari Kerja / Kartu Kuning.
6. Scan Surat Keterangan Catatan Kepolisian / SKCK.
7. Scan Surat Keterangan Sehat Dokter
8. Scan Surat Pengalaman Kerja Dan Sertifikat Lainnya.

Demikian surat lamaran ini saya buat dengan sebenar benarnya, besar harapan saya agar bapak/ibu menerima saya diperusahaan yang bapak/ibu pimpin, Atas Perhatiannya Saya Ucapkan Terimakasih.

Hormat saya



(Dodi Suhendra)



UNIVERSITAS BINA SARANA INFORMATIKA

Pendirian Perguruan Tinggi Berdasarkan Surat Keputusan

Menteri Riset, Teknologi dan Pendidikan Tinggi

Nomor : 732/KPT/II/2018 tanggal 3 September 2018

Akreditasi Perguruan Tinggi Peringkat B Berdasarkan Surat Keputusan

Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT)

Nomor : 158/SK/BAN-PT/Ak-PPJ/PT/IV/2022 tanggal 27 April 2022

Akreditasi Program Studi Peringkat B Berdasarkan Surat Keputusan

Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT)

Nomor : 5100/SK/BAN-PT/Ak-PPJ/Dipl-III/IX/2020 tanggal 1 September 2020



Nomor Ijazah Nasional : 574812024000503
National Certificate Number

Memberikan ijazah kepada

Entitles this certificate to

Tempat dan tanggal lahir

Place and date of birth

Nomor Induk Mahasiswa / Nomor Induk Kependudukan

Student Registration Number / National Identity Number

Tahun Masuk

Registration Year

Program Studi

Program of Study

Jenjang Pendidikan

Degree Level

Tanggal Yudisium

Yudisium Date

: **Dodi Suhendra**

: Kebumen, 26 Mei 1997

Kebumen, May 26, 1997

: 12207091 / 3275032605970010

: 2021

2021

: Sistem Informasi

Information Systems

: Diploma Tiga (D3)

Diploma Three

: 25 Januari 2024

January 25, 2024

Ijazah diterbitkan berdasarkan Keputusan Rektor Universitas Bina Sarana Informatika Nomor : 191/2.02/UBSI/I/2024 tanggal 25 Januari 2024

This certificate is issued in reference to the Decree of the Rector of University of Bina Sarana Informatika number : 191/2.02/UBSI/I/2024 dated January 25, 2024

Dengan demikian yang bersangkutan berhak memakai gelar Ahli Madya Komputer (A.Md.Kom)

He / She is certified and hence has a privilege of using a professional degree " Ahli Madya Komputer (A.Md.Kom) "

beserta segala hak dan kewajiban yang melekat pada gelar tersebut.

and is entitled to all the rights and privileges pertaining there

Jakarta, 26 Januari 2024

Jakarta, January 26, 2024

Rektor Universitas Bina Sarana Informatika

Rector of University of Bina Sarana Informatika

Prof. Dr. Ir. Mochamad Wahyudi, M.Kom, MM, M.Pd, IPU, ASEAN Eng

Dekan Fakultas Teknik dan Informatika

Dean of Faculty of Engineering and Informatics

Dr. Didi Rosiyadi, M.Kom



UNIVERSITAS BINA SARANA INFORMATIKA

Gedung Rektorat Jl. Kramat Raya No. 98, Senen, Jakarta Pusat 10450

Telp. (021) 23231170 Fax (021) 21236158 e-mail : rektorat@bsi.ac.id

TRANSKRIP AKADEMIK

Nama Mahasiswa : Dodi Suhendra
NIM : 12207091
Tempat/Tgl. Lahir : Kebumen, 26-05-1997
Program Studi : Sistem Informasi
Jenjang Pendidikan : Diploma Tiga (D3)
Tanggal Yudisium : 25 Januari 2024
Nomor Transkrip Akademik : 017631.0124
Nomor Ijazah Nasional : 674812024000503

No	Mata Kuliah	HM	AM	SKS	Mutu
1	Pendidikan Pancasila	A	4	2	8
2	Bahasa Inggris I	B	3	2	6
3	Pengantar Teknologi Informasi dan Komunikasi	B	3	3	9
4	Logika dan Algoritma	B	3	4	12
5	Entrepreneurship	A	4	3	12
6	Dasar Pemrograman	A	4	4	16
7	Metode Perancangan Program	B	3	3	9
8	Bahasa Inggris II	A	4	2	8
9	Struktur Data	C	2	3	6
10	Sistem Basis Data	B	3	3	9
11	Aplikasi Basis Data	A	4	3	12
12	Web Programming I	A	4	4	16
13	Character Building	A	4	3	12
14	Sistem Informasi Manajemen	A	4	3	12
15	Sistem Operasi	A	4	3	12
16	Web Programming II	A	4	4	16
17	Statistika	A	4	3	12
18	Akuntansi Dasar dan Praktik	C	2	3	6
19	Pemodelan Sistem Berorientasi Objek	A	4	4	16
20	Web Programming III	A	4	4	16
21	Manajemen Proyek Sistem Informasi	A	4	3	12
22	Analisa dan Perancangan Sistem Informasi	A	4	4	16
23	Interaksi Manusia Komputer	A	4	3	12
24	Jaringan Komputer	A	4	4	16
25	Mobile Programming	A	4	3	12
26	Metode Penelitian	A	4	3	12
27	Teknologi Web Service	B	3	4	12
28	Pendidikan Kewarganegaraan	B	3	2	6
29	E-Business	A	4	4	16
30	Praktik Kerja Lapangan	A	4	4	16
31	Pendidikan Agama	B	3	2	6
32	Bahasa Indonesia	A	4	2	8
33	Etika Profesi Teknologi Informasi dan Komunikasi	A	4	3	12
34	Tugas Akhir	B	3	4	12
Judul Tugas Akhir : Sistem POS (Point Of Sale) Berbasis Web Untuk Meningkatkan Efisiensi Manajemen UMKM			Jumlah	108	393
			Indeks Prestasi:	3.64	
			Predikat:	Pujian	

Keterangan:

HM : Huruf Mutu
AM : Angka Mutu
SKS : Bobot
Mutu : Mutu (AM*SKS)

Jakarta, 26 Januari 2024
Dekan Fakultas Teknik dan Informatika

Dr. Didi Roslyadi, M.Kom



Ketua Program Studi Sistem Informasi

Sriyadi, M.Kom

PSDKU

■ BOGOR ■ KARAWANG ■ PURWOKERTO ■ TASIKMALAYA ■ SURAKARTA
■ PONTIANAK ■ TEGAL ■ SUKABUMI ■ YOGYAKARTA



KEMENTERIAN KETENAGAKERJAAN RI
KARTU TANDA KEWENANGAN
AHLI MUDA K3 KONSTRUKSI

2672190325/K-AKBA/31/III/2025 Gol Darah : O+

1. **DODI SUHENDRA**
2. KEBUMEN, 26-05-1997
3. PT IRCA MITRA USAHATAMA
4. 19 MARET 2028

Jakarta, 19 Maret 2025
a.n. Dirjen Binwasnaker dan K3
Direktur Bina Kelembagaan
Keselamatan dan Kesehatan Kerja,
Drs. Mohamad Idham, M.K.K.K.
NIP. 19660925 199303 1 002



KEMENTERIAN KETENAGAKERJAAN RI
LISENSI K3
PESAWAT ANGKAT DAN PESAWAT ANGKUT

OPERATOR FORKLIFT KELAS 2
2614120523/A-OFK2/32/V/2023 Gol Darah : -

1. **DODI SUHENDRA**
2. KEBUMEN, 26-05-1997
3. PT INDONESIA EPSON INDUSTRY
4. 12 MEI 2028

Jakarta, 12 Mei 2023
a.n. Dirjen Binwasnaker dan K3
Direktur Bina Kelembagaan
Keselamatan dan Kesehatan Kerja,
Hery Sutanto, S.T., M.M.
NIP. 19710922 199703 1 002



SERTIFIKAT KOMPETENSI KERJA
KESELAMATAN DAN KESEHATAN KERJA
(Health & Safety)

PENGAWAS KESELAMATAN DAN KESEHATAN
KERJA/ Health & Safety Supervisor

Tingkatan/Level : LSP PPSDM MIGAS
No. Sertifikat/Certificate Number : 06001325740012302125
Diberikan Kepada/Presented to : DODI SUHENDRA
NIK/Identity Number : 5275032605970010
Berlaku/Validity : 28-05-2025 s.d. 28-05-2029

ES No. id: 1300055902025

Kepala PPSDM MIGAS
Director of the PPSDM MIGAS
Sebagai Ketua Dewan Pimpinan
PPSDM MIGAS
Chairman of the Board of
PPSDM MIGAS

WASREJO LINGGUL NUSANTO





REPUBLIK INDONESIA
KEMENTERIAN ENERGI DAN SUMBER DAYA MINERAL
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA ENERGI DAN SUMBER DAYA MINERAL
PUSAT PENGEMBANGAN SUMBER DAYA MANUSIA MINYAK DAN GAS BUMI
LSP "PPSDM MIGAS"

SERTIFIKAT KOMPETENSI KERJA KESELAMATAN DAN KESEHATAN KERJA

Menerangkan bahwa :

Nama : **DODI SUHENDRA**
NIK : **3275032605970010**
Tempat, Tanggal Lahir : **KEBUMEN, 26-05-1997**
Perusahaan : **PRIBADI**

Telah mengikuti dan dinyatakan lulus / kompeten dalam ujian sertifikasi Kompetensi Kerja Keselamatan Dan Kesehatan Kerja, tingkat : **PENGAWAS KESELAMATAN DAN KESEHATAN KERJA**

Yang diadakan di : **Cepu, tanggal 27-05-2025 s.d 28-05-2025**
Nomor sertifikat : **060013257400022892025**
Masa berlaku : **28-05-2025 s.d 28-05-2029**



No. id: **1300055902025**

Cepu, 28-05-2025



SONDEN WINARTO, ST

DAFTAR MATERI UJIAN
TINGKAT UJIAN YANG TELAH DITEMPUH
PENGAWAS KESELAMATAN DAN KESEHATAN KERJA

Unit kompetensi yang diujikan berdasarkan SKKNI No. 267 Tahun 2015, adalah sebagai berikut :

1. Melakukan Kerja Sama Penanggulangan Keadaan Darurat di Industri Migas
2. Menerapkan Taktik dan Strategi Pemadaman Kebakaran di Tempat Kerja Industri Migas
3. Menerapkan Penempatan dan Penyebaran Alat Pemadam Api Ringan (APAR) di Tempat Kerja di Industri Migas
4. Menerapkan Safety Permit di Tempat Kerja di Industri Migas
5. Menerapkan Kegiatan Forcible Entry
6. Melaksanakan Pelaporan dan Pencatatan Kecelakaan Kerja di Industri Migas
7. Melakukan Inspeksi K3 di Industri Migas
8. Melakukan Audit K3 di Tempat Kerja di Industri Migas

Plt. Ketua LSP PPSPDM Migas



SONDEN WINARTO, ST



KEMENTERIAN KETENAGAKERJAAN REPUBLIK INDONESIA
MINISTRY OF MANPOWER OF THE REPUBLIC OF INDONESIA
DIREKTORAT JENDERAL PEMBINAAN PENGAWASAN KETENAGAKERJAAN DAN
KESELAMATAN DAN KESEHATAN KERJA
DIRECTORATE GENERAL OF LABOUR INSPECTION DEVELOPMENT AND OCCUPATIONAL SAFETY AND HEALTH

Sertifikat

NOMOR 5/1170211024/AS.01.03/X/2024

Diberikan Kepada :

This is to certify that :

Nama : DODI SUHENDRA
name
Tempat, tanggal lahir : Kebumen, 26 Mei 1997
Place, date of birth

TELAH MENGIKUTI

Has successfully attended

PEMBINAAN PENGAWASAN NORMA KESELAMATAN DAN KESEHATAN KERJA (K3)

The Supervision Development of Occupational Safety and Health Norms

Diselenggarakan oleh

Held by

PT Mutiara Mutu Sertifikasi

Tanggal 17 - 29 September 2024

On September 17 - 29, 2024

Pemegang Sertifikat ini memenuhi persyaratan sebagai

The holder of this certificate qualifies the requirements as

Calon Ahli Keselamatan dan Kesehatan Kerja

Occupational Safety and Health expert candidate

sesuai Peraturan Menteri Tenaga Kerja R.I. Nomor Per. 02/Men/1992 tentang Tata Cara
Penunjukan, Kewajiban dan Wewenang Ahli Keselamatan dan Kesehatan Kerja
*According to the Regulation of the Minister of Manpower of the Republic of Indonesia Number Per.02/Men/1992 concerning the
Procedures of Appointment, Obligations and Authority of Occupational Safety and Health Expert*

Jakarta, 21 Oktober 2024

Jakarta, October 21, 2024

a.n. Direktur Jenderal

Pembinaan Pengawasan Ketenagakerjaan dan K3,

On Behalf of Director General of Labour Inspection Development and Occupational Safety and Health,

Direktur Bina Kelembagaan K3,

Director of Occupational Safety and Health Institutional Development,



Hery Sutanto, S.T., M.M.

NIP 19710922 199703 1 002





KEMENTERIAN KETENAGAKERJAAN REPUBLIK INDONESIA
MINISTRY OF MANPOWER OF THE REPUBLIC OF INDONESIA
DIREKTORAT JENDERAL PEMBINAAN PENGAWASAN KETENAGAKERJAAN DAN
KESELAMATAN DAN KESEHATAN KERJA
DIRECTORATE GENERAL OF LABOUR INSPECTION DEVELOPMENT AND OCCUPATIONAL SAFETY AND HEALTH

Sertifikat

Certificate

NOMOR 5/2672190325/AS.01.04/III/2025

Diberikan Kepada :

Presented to :

Nama : DODI SUHENDRA
Tempat, tanggal lahir : Kebumen, 26-05-1997
Perusahaan/Instansi : PT Irca Mitra Usahatama

TELAH MENGIKUTI

Has successfully attended

**PEMBINAAN TEKNIK KESELAMATAN DAN KESEHATAN KERJA (K3)
BIDANG KONSTRUKSI**

The Occupational Safety and Health (OSH) Norm of Supervision Training of Construction

Diselenggarakan oleh

Held by

PT MITRA DINAMIS YANG UTAMA

di Kota Jakarta Barat, Dki Jakarta pada tanggal 03 Maret 2025 s.d. 08 Maret 2025

In Kota Jakarta Barat, Dki Jakarta on 03 March 2025 - 08 March 2025

Pemegang Sertifikat ini memenuhi persyaratan sebagai

The holder of this certificate qualifies the requirements as

AHLI MUDA K3 KONSTRUKSI

Junior Expert Of Construction OSH

sesuai Keputusan Direktur Jenderal Pembinaan Pengawasan Ketenagakerjaan

Departemen Tenaga Kerja dan Transmigrasi No. Kep. 20/DJPPK/2004

the Decision of the Director General of Labour Inspection Development of Ministry of Manpower and Transmigration No. Kep. 20/DJPPK/2004



Jakarta, 19 Maret 2025

Jakarta, 19 March 2025

a.n. Direktur Jenderal

Pembinaan Pengawasan Ketenagakerjaan dan K3,

On Behalf of Director General of Labour Inspection Development and Occupational Safety and Health,

Direktur Bina Kelembagaan K3,

Director of Institutional Development for Occupational Safety and Health,



Drs. Muhamad Idham, M.K.K.K.

NIP 19660925 199303 1 002



Dokumen Lamaran Kerja Pribadi Asli
Bukan Untuk Dipublikasikan

SERTIFIKAT

No: 226/PEP80410/I/2025-S0

Diberikan kepada:

Dodi Suhendra

PT Erdi Persada Utama Indonesia

Dinyatakan:

LULUS

Basic HSSE Training

16 Januari 2025

Manager HSSE Operations



Adam Maryanto

Score:

93



Berlaku sampai dengan:
15 Januari 2028



KEMENTERIAN KETENAGAKERJAAN REPUBLIK INDONESIA
DIREKTORAT JENDERAL PEMBINAAN PELATIHAN VOKASI DAN PRODUKTIVITAS
BALAI BESAR PELATIHAN VOKASI DAN PRODUKTIVITAS

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

SERTIFIKAT

Nomor : 2.4/990/LP.00.04/VII/2024

Kepala Balai Besar Pelatihan Vokasi dan Produktivitas (BBPVP) Bekasi berdasarkan Surat Keputusan Penyelenggaraan Pelatihan Nomor: 2.4/100.1/LP.00.04/IV/2024 tanggal 25 April 2024 menyatakan, bahwa:



Nama : DODI SUHENDRA
Nomor Peserta : D.II.4057.SCH.003.051.C
Tempat/ tanggal lahir : KEBUMEN, 26 MEI 1997
Alamat : KP. RAWA BAMBU RT. 005 RW. 016 KEL. HARAPAN JAYA KEC. BEKASI UTARA KOTA
BEKASI PROV. JAWA BARAT

TELAH MENGIKUTI

Pelatihan Berbasis Kompetensi (PBK) Program Bahasa Jepang Non Boarding 2 dari tanggal 10 Juni 2024 sampai dengan 14 Agustus 2024 selama 360 Jam Pelatihan.

Bekasi, 14 Agustus 2024
Kepala,

Herman Bija, S.T., M.Si.

NIP. 19711107 199803 1 001



SERTIFIKAT

Diberikan Kepada

DODI SUHENDRA

Yang telah menjadi Peserta untuk Pelatihan:

PETUGAS P3K

Jakarta, 11 Juni - 13 Juni 2025
di Midiatama Academy



Kami adalah Penyedia Pelatihan
terakreditasi dari organisasi berikut :



SCAN ME
VALIDATE HERE

Muhammad Deny, ST, M.Eng
Direktur



PT. Mutiara Mutu Sertifikasi

CERTIFICATE OF COMPLETION

No. KU.10169/2024

Dengan ini menyatakan bahwa:

This is to certify that:

DODI SUHENDRA

Telah berpartisipasi dalam pelatihan:

Has participated in training of:

Dasar-Dasar Pemadaman Kebakaran

Basic Fire Fighting

Diselenggarakan oleh:

Held by:

PT Mutiara Mutu Sertifikasi

30 September, 2024

September 30, 2024

Director



Validasi sertifikat :
scan barcode atau kunjungi link
<https://bit.ly/CheckCertifMMS>



Zeany Cahyari Ginting, MM

PT. Mutiara Mutu Sertifikasi



PT. IRCA MITRA USAHATAMA

SURAT KETERANGAN KERJA KARYAWAN

No. 011/SK-002/HRD/II/2025

Yang bertandatangan di bawah ini:

Nama : Irvando

Jabatan : Direktur

Yang dengan ini bertindak atas nama PT Irca Mitra Usahatama menerangkan bahwa :

Nama : Dodi Suhendra

Jabatan : HSSE Coordinator

Merupakan karyawan perusahaan kami PT Irca Mitra Usahatama sejak tanggal 06 Januari 2025 hingga 05 May 2025 dengan jabatan sebagai HSSE Coordinator.

Demikian surat keterangan karyawan ini dibuat dengan sebenar-benarnya untuk dipergunakan sebagaimana mestinya.

Jakarta, 05 May 2025

PT Irca Mitra Usahatama


IRCA MITRA USAHATAMA
Irvando
Direktur

No : IELHRD/.2024/.03/. 22035001/.TP02.A

SURAT KETERANGAN
TO WHOM IT MY CONCERN

Yang bertanda tangan di bawah ini atas nama Pimpinan Perusahaan PT. Indonesia Epson Industry, menerangkan bahwa :

The undersigned below on behalf of Management PT. Indonesia Epson Industry stated that :

Nama : **DODI SUHENDRA**
Name

NIK : **22035001**
Employee's number

Tanggal Lahir : **26-Mei-97**
Date Of Birth

Jabatan Terakhir : **Administration**
Last Position

Dept / Div : **Hse Management**

Status : **Contract**

Tanggal Masuk : **30-Mar-22**
Joint Date

Tanggal Terakhir Bekerja End: **30-Mar-24**
Of Job Date

Saudara tersebut di atas adalah tenaga pekerja kami dan masih bekerja hingga saat ini.

She mentioned above are our workers and are still working today.

Selama bekerja di perusahaan kami, yang bersangkutan menunjukkan tanggung jawab, disiplin dan untuk kerja yang baik.

During she worked in our company, she showed good responsibility, discipline and performance.

Bekasi, 01 Jun 2024

Human Resource Development Division


PT. INDONESIA EPSON INDUSTRY
Nita Wijayanti
General Manager

SURAT KETERANGAN
No.257/VB/HRDGA-SK/8/2020

Yang bertandatangan di bawah ini, selaku Manager HRD mewakili perusahaan, dengan ini menerangkan bahwa :

Nama : **DODI SUHENDRA**
Nik : **3275032605970010**
Tempat/ tgl lahir : **Kebumen, 26 Mei 1997**
Nip : **201806337**
Departemen : **Logistic Management**

Adalah benar pernah bekerja sebagai karyawan PT. Varia Baru, aktif sejak tanggal 01 Juni 2018 sampai dengan 01 Juni 2020 dengan jabatan **ADMIN SUPPLY CHAIN**.

Yang bersangkutan telah mengundurkan diri dari perusahaan karena alasan pribadi. Selama bekerja, yang bersangkutan telah menunjukkan dedikasi yang baik, dengan ini perusahaan mengucapkan terima kasih atas kontribusinya.

Demikian Keterangan ini kami buat untuk dipergunakan sebagaimana mestinya.

Jakarta, 29 Juni 2020

Yang menerangkan,



PT. Varia Baru
MOVING CHARACTER

Marselina P. Maria.
HRDGA Manager



SURAT KETERANGAN

No. 282/TBINA/HRD/SR/IV/18

Yang bertanda tangan dibawah ini atas nama pimpinan PT. TOYOTA BOSHOKU INDONESIA dengan ini menyatakan bahwa :

Sdr. DODI SUHENDRA

Benar telah bekerja pada perusahaan kami sejak tanggal 19 April 2016 sampai dengan tanggal 18 April 2018. Terhitung mulai tanggal 19 April 2018 yang bersangkutan telah berhenti karena Berakhirnya Masa Kontrak.

Yang bersangkutan terakhir bertugas sebagai **Operator** pada :

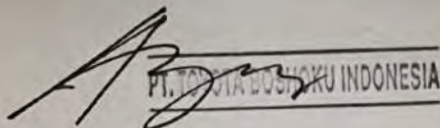
Departemen : **Seat Assy**

Seksi : **Seat Assy IMV**

Dan telah melaksanakan tugasnya dengan baik dan atas hal tersebut, kami mengucapkan terima kasih.

Demikian Surat Keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Bekasi, 26 April 2018



PT. TOYOTA BOSHOKU INDONESIA

AGUNG PRIHARTONO

Human Resources – Div. Head