

RESUME

Sonea Octavia, S.E.

Document Controller



Control Systems



Indah Kiat
pulp and paper products



Bung Hatta university
Majoring Accounting IPK 3.07



Sonea Octavia
Document Controller
PT. Control Systems Arena Para Nusa

Former :
Efficiency Team
PT. Indah Kiat Pulp & Paper

Tel : 085263389102
Email : sonea.octavia@ptcs.co.id

Summary of Experience:

2011 – 2014 From 2015 Efficiency staff (president office division) at PT. Indah kiat perawang Mill siak (sinar mas group/APP asia pulp & paper).

2015 - march (2022) as a document controller at PT. Control system arena para nusa, vendor oil and gas company. Process new project until close project oil and gas, controlled document from internal & external (customer or subcontract), distribution document, prepare IKOM, EKOM, FAT document, SAT document, final document, prepare & maintenance internal project status.

Process industries worked in / having experience in:

Oil and Gas Pulp & Paper Mill.

Areas of specialization

Hand over document project
Communication & commercial
Test result document
Maintain certificate
Maintain document in & document out project
Maintain manual & catalogue project
Maintain manufacture data report (MDR) as built/Final Document.
Distribution document
Internal project status

Knowledge

Skills

- Microsoft office
- Bahasa (native), English (fluent)
- HRIS
- ERP
- e-Leave, e-AMF, e-Welfare, e-ODA, e-Overtime,
- e-Vehicle, e-Visitor, Document tracking.

Education

Economic of Accounting

Bung Hatta University of West Sumatra

GPA 3,02 of 4,00 (2005 – 2009)

Training

Technical

- English course advance
- Lotus note training.
- E-Payment
- Inventory spare part
- Management efficiency
- Premium calculation of pulp division

Professional Work Experiences



PT. Control Systems Arena Para Nusa – to Till Date

January 2015 – to till date

Client/ Project Summary	Role / Responsibilities
1. PT. HB Fuller Adhesive Indonesia, Surabaya (2016 – 2017)	Process Control System for Surabaya Plant Project
2. PT.Suluh Ardhi Engineering, End User : Pertamina EP (2016 - 2017)	CO2 Analyzer
3. PT. Conoco Phillips Indonesia (2014-2016)	Upgrading CEMS North Belut
4. PT. PGAS Solution	Upgrading GC SBU1 Project
5. Chevron Indonesia Company CICO TPS-Penajam Supply Base WHSE Operation Balikpapan (2015 - 2016)	Lawe- Lawe Automatic Tank Gauging Replacement – No. KDG010251
6. PT. Pupuk Kalimantan Timur Kal. Tim (2014 - 2017)	Upgrade Flow Computer Gas Metering System For PKT – 4.
7. PT Pupuk Sriwidjaja Palembang (2016 – 2017)	Upgrade Flow Computer GMS P-II
8. PT.Chevron Pasific Indonesia (2016 – 2017)	Thermal Desorption Unit
9. PT. Pertamina (Persero) RU V Balikpapan (2016 - 2017)	Jasa Pengerjaan Ganti Level Transmitter (Upgrade) Dari tipe Differential Pressure ke ERS TAG 04-LT-087 Stripper C-4-01 Di Area HSC Dalam Rangka TA Balikpapan II Tahun 2016
10. PT Pertamina RU V Balikpapan (2016 - 2017)	Pekerjaan Penambahan Monitoring Level Di C-3-01A, C-3-01B, C-3-02A & C-3-02B Dengan Metode Differential Pressure Type Electronic Remote Sensor (03-LT-031, 03-LT-032, 03-LT-076, 03-LT-081) Dalam Rangka TA Balikpapan II Tahun 2017
11. PT Cabot Indonesia (2017)	CL FMG EC Generator Vibration Project
12. PT. Chevron Pacific Indonesia (2017)	Alarm Improvement Seruni, Sintong, North Menggala & South Menggala

13. PT Energi Sengkang JL. PLTGU Deas Petila - Sengkang. Kec. Pammana Kab. Wajo, Sulawesi Selatan (2016 – 2017)	Natural Gas Chromatograph for PMS (Patila Metering Station).
14. PT. Pertamina (2017)	Pembangunan Hydrant System dan Topping Up di DPPU Juanda Terminal 2
15.PT. PLN (Persero) Udiklat Suralaya (2017)	Pengadaan Simulator Generic PLTU (PC, CFB, USC), PLTGU & PLTP
16.PT. Air Liquid Indonesia (2017)	Scada Metering Monitoring Project using ROC809 (6 area)
17.PT. Perusahaan Gas Negara (Persero) Tbk.-Program Management Officer (2017)	Pekerjaan Pengadaan Gas Chromatograph (GC) Referensi Untuk Perhitungan GHV Harian Berbasis Simulasi RD 2
18.Exxon mobile Cepu Limited (2018)	Sampling Rack Exxon
19.PT. Cikarang Listrindo (2018)	GC Cikarang Listrindo
20.PT. Multimas Nabati Asahan (2018)	ATG - Wilmar Industrial Complex – Serang
21.PT. AKR CORPORINDO (2019)	Pengadaan, Pemasangan, Instalasi & Commisioning 8 unit ATG Emerson Terminal AKR Pontianak di Kalimantan Barat
22.PT. AKR CORPORINDO (2019)	Pengadaan, Pemasangan, Instalasi & Commisioning 3 Unit ATG Emerson Terminal AKR Palaran, di Kalimantan Timur
23. PT.AIR LIQUID INDONESIA (2019)	Install Remote Monitoring System ROC 809 at metering statio KDS to TCN
24.PT. Wilmar Nabati Indonesia (2019)	DCS for Hydrogenation and H2 gas Plant Project
25.PT. Cogindo Dayabersama (2019)	Pengadaan Simulator PLTMG dan PLTU Cogindo Building
26.PT. INDONESIA POWER (2018)	PENGADAAN RETROFIT SYSTEM EXCITATION PLTA GARUNG UNIT 1 DAN UNIT 2 MRICA
27.PT. Wijaya Karya (Persero), Tbk (2018)	Pengadaan Barang Terminal Automation System (TAS)
28.PT. PLN (Persero) UDIKLAT SURALAYA (2017)	Pengadaan Simulator Generic PLTU (PC, CFB, USC), PLTGU & PLTP
29.PT. Elnusa, Tbk (2019)	DeltaV DCS & SIS for OM Betung Project
30.PT. PJB Unit Bisnis Jasa O & M Luar Jawa 1 (2017)	Pengadaan Pekerjaan Jasa Retrofir PLTU Tidore
31.PT.Geo Dipa Energy (Persero) PLTP Dieng unit 1 (2017)	Installation & congfiguration DeltaV operator workstation steam field
32.PT. Dalle Engineering Construction / PT. PLN LUWUK GEPP 40 MW	Supply of Gas Meter Package & GC Analyzer

33.PT. TERMINAL NILAM UTARA

PEMBANGUNAN FASILITAS TANGKI TIMBUN DI
LOKASI JL.NILAM UTARA PELABUHAN TANJUNG
PERAK SURABAYA (AUTOMASI)

34.Conoco Phillips (Grissik) Ltd

Project Supply of Ultrasonic Metering package

Previous Employment



PT. Indah Kiat Pulp & Paper, Perawang Mill – Siak, Riau.

Biggest Pulp and Paper in South East Asia.

July 2011 – Sept 2014

As Efficiency Team Staff– (President Office Division)

As Position

Efficiency Team Staff (2011 – 2014)

Role / Responsibilities

Job Description : Log supply daily report, reporting all of production & consumption daily to make summary, calculating, input, report and verification for SUG premium monthly, calculating, input, reporting for efficiency report, data resource from accounting performance report, calculating KPI (key performance index) for head efficiency section, Monthly efficiency cost of production, Creating e-office system, selling expense Report,

This Curriculum Vitae is prepared in valid data by my good intention to be used by any parties needed.

Sincerely yours,



Sonea Octavia, S.E.