**CURRICULUM VITAE**

# PERSONAL IDENTITY

Full Name : Bambang Rizky Supriadi, S.H.

Address : Jl. Mayor Oking Jayaatmaja Lingkungan Kaum RT 05/01 No. 21 Kelurahan Karang Asem Barat Kecamatan Citeureup Kabupatan Bogor 16810

Place and Date of birth : Bogor, April 30th 1983

Marital Status : Married

Religion : Moslem

Sex : Male

Height, Weight : 173 cm, 55 kg

Contact Number : 0812 – 8272 – 5955

0857 – 1480 – 4680

Email : bangrizkyblues@gmail.com

bangrizky@yahoo.co.id

# EDUCATIONAL BACKGROUND

Bachelor Degree : Bogor 2002 – 2007

Pakuan University

Faculty of Law

Concentration Business and Economic Law

IPK : 2, 86

Senior High School : Bogor 1998 – 2001

SMU PGRI 1 Cibinong

**OTHERS**

Other Skill : Language :

Native :Bahasa Indonesia

Foreign :English

Computer :

Microsoft Office and Internet

**Bambang Rizky Supriadi, S.H.**

**Jl. Mayor Oking Jayaatmaja Lingkungan Kaum RT 05/01 No. 21**

**Kelurahan Karang Asem Barat Kecamatan Citeureup Kabupatan Bogor 16810**

**Contact Number : 0812 – 8272 – 5955**

**0857 – 1480 – 4680**

**Email : bangrizkyblues@gmail.com**

**bangrizky@yahoo.co.id**

# PROFESSIONAL PROFILE

* Ability to create good interaction with variety of people, eager to learn, outgoing personality, persuasive, and hard worker.
* Proactive, critical thinker with attention to detail.
* Excellent commitment, strong integrity and trustworthy.
* Good motivation for progress and growing.

# WORK EXPERIENCE

1. PT. Emerio Indonesia February 2014 – August 2015

Assigned in :

Center for International Forestry Research (CIFOR)

Position : Project Admin and Secretary

Job Duties :

* Manage all standard documentation, so it will easy to find
* Develope a minutes of meeting for all the meetings, including project meeting and weekly meeting
* Arrange and manage the project meetings with clients in booking the meeting room, setting the schedule with clients based on the project plan dates and availability of clients, making invitations to related parties of project
* Maintain and oversee employee and consultant personnel files
* Working together with Manager in preparation of contract with third party

2. PT. Global Indonesia Komunikatama July 2012 – November 2013

Position : Project Admin and Documents Controller

Job Duties :

* Handle administrative detail all projects
* Monitoring the site acquisition and permit process
* Supporting documents for other departments
* Checking, collecting and verifying legal documents from site

3. PT. GLC Consulting February 2012 – May 2012

Position : Legal Assistant

Job Duties :

* Assist lawyers in administrative duties
* Prepare and filing documents,directly interact or by phone with clients

4. PT. Amara Footwear August 2009 – November 2010

Position : Business and Export Admin Staff

Job Duties :

* Receiving orders from customers shoes and applying it on the computer, and then handed over to production
* Creating a document through the customs officials in the area of factory
* Create documents certificate of origin for export purposes in the local trade office
* Filling documents

5. PT. Sigma Utama October 2008 – January 2009

Position : Administration Staff

Job Duties :

* Perform administrative duties in the provision of safety equipment and create and submit monthly reports

# ORGANIZATIONAL EXPERIENCE

1. Youth Organization 2009 - Present

Position : Secretary

2. Student Delegation Organization 2004 – 2005

Faculty of Law at Pakuan University Bogor

Position : Logistic

# OTHER EXPERIENCES

Training:

Practice and Education Deftness of Law in Pakuan Bogor University 2007

(6 Months – Certified)

# THREE REFERENCES

1. Irvan Rianto Isbadi

Position : Information System Manager (CIFOR)

Former Manager

Email : i.rianto@cgiar.org

Phone : 08111190427

Address : Taman Yasmin, Bogor

1. Ratu Feiruz

Position : Project Manager (PT. Global Indonesia Komunikatama)

Former Supervisor

Email : iyus@gik.co.id

Phone : 08119206267

Address : Bintaro, Jakarta Selatan

1. Firmansyah Jayakusuma

Position : Manager (PT. Global Indonesia Komunikatama)

Former Manager

Email : j.firmansyah@gik.co.id

Phone : 08119104023

Address : Perumahan Puri Nirwana 3, Bogor

# AVAILABILITY DATE

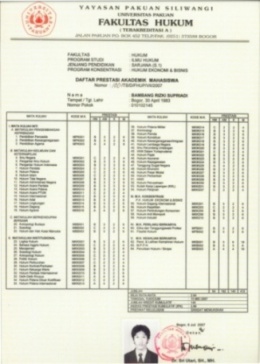
As soon as possible

**Supporting Documents :**

Academic Transcript

Bachelor Degree Certificate

Certificate1



Photograph

Work Experience

ID Card

Certificate2

