

Curriculum Vitae

REZA MUHAMMAD MANDARA, BSc., PMP

Personal Details

Summary

Project Management Professional (PMP) with 11 years experience in project management. Always interested in projects, engineering, and work concerned with the need for a detailed eye whether for analytical or editorial skills. Specializing in project planning, monitoring, and control but is also experienced in managing and leading projects and teams. Fluent in both English and Bahasa Indonesia for general and also technical terms.

Sex	Male
Place & Date of Birth	Bandung, 24 July 1977
Nationality & Citizenship	Indonesian
Marital Status	Married
Contact Address	Grand Silah Residence no.A8, Jl. Barkah – Warung Sila, Rt 010/Rw 05, Ciganjur, Jagakarsa Jakarta Selatan 12630 HP : +62-878-85515724 : +62-812-84681124 E-mail address: remusmoo@gmail.com ; remuma@yahoo.com
Language Skills	English (fluent in speech, reading, and writing) Bahasa Indonesia (mother tongue; fluent in speech, reading, and writing)

Professional History

November 2013 – now	Project Integration Management Senior Engineer for the Project Management Division at PT Antam (Persero) Tbk
November 2010 – October 2013	Project Monitoring & Controlling Engineer for the Project Management Division at PT Antam (Persero) Tbk
July 2010	Obtained Project Management Professional (PMP) Credential from the Project Management Institute (PMI), PMP No.1345734
June 2007 – October 2010	Portfolio Management Specialist for the Program Management Office (PMO) Division at PT Antam (Persero) Tbk
July 2002 – June 2007	Engineer at PT. Mitrapacific Consulindo International

Education History

1996 – 2001	Bandung Institute of Technology (ITB), Department of Civil Engineering. Bachelor of Science, October 2001. <ul style="list-style-type: none">Undergraduate Thesis: “A System Optimum Approach for Route Choice in Road Network Systems”, 2001
1993 – 1996	SMA Negeri 5 Bandung
1991 – 1993	SMP Negeri 5 Bandung
1990 – 1991	SMP Negeri 236 Jakarta (Labs School)
1989 – 1990	SD Negeri IKIP Jakarta (Labs School)
1983 – 1989	Glendover Elementary School, Lexington, Kentucky, USA

Informal Education

2-3 October 2013	3 rd International Project Management Symposium & Exhibition, held by PMI Indonesia Chapter.
20-24 May 2013, 10-13 June 2013	In-house training on Good Corporate Governance (GCG) Champion.
7-8 February 2013	Public training on Advanced MS Project 2010: Managing and Tracking, held by ExecuTrain.
24-28 September 2012	Public training on Primavera P6 Rel 8.0 Fundamentals, held by Indonesia Oil & Gas Committee (KMI) together with Oracle University.
12-13 July 2012	Public training on Project Risk Management, held by Ken Knowledge International.
29-31 May 2012	Public training on Managing By Project, held by Project Management Academy (a subsidiary of BridgIT).
7-16 February 2011, 7-11 March 2011, 6-7 June 2011	In-house training on Basic Leadership Development Program (BLDP).
6-8 December 2010	Public training on Project Leadership & Managing Projects for Performance, held by Ken Knowledge International.
23-24 March 2009	Public training on Project Financing, held by Be Professional The Club.
November 2008	In-house training on Peningkatan Karya Prestatif (PKP or Enhancing Accomplishments), held by PT Pinasthika Sasua Jakarta.
23-27 June 2008	Public training on Comprehensive Project Management and PMP Exam Preparation “PMP Combo Training”, held by DC Optima.
24-25 March 2008	Antam in-house training on Financial Analysis, held by Antam.
27-29 August 2007	Public training on Project Management with MS Project and Monte Carlo Simulation, held by Focus Traco.
30 January 2006	Accomplished a score of 622 in an Institutional TOEFL Test held by LIA (Lembaga Indonesia-Amerika).

Extracurricular Activities

2011	Antam Futsal League (LFA) – Head Office, Committee Chairman
1999 – 2001	Civil Transportation Engineering Society ITB

Organization Experience

October 2013 – Now	Perpantam (Antam Employee Union) – Corporate Level, Member
April 2013 – Now	Perpantam (Antam Employee Union) – Head Office Unit, Secretary
May-July 2012	44 th PT Antam Tbk Birthday Committee Member (Contests Department)
2011 – Now	Project Management Institute and PMI Indonesia Chapter – PMI ID: 1164748
March 2010 – March 2013	Perpantam (Antam Employee Union) – Head Office Unit, Head of Sports & Arts Division and member of Industrial Relations Section
2000 – 2001	Class of '96 Civil Eng. Yearbook, Data Collection Head for Civil Transportation Majors

Skills

Project Management	Advanced
Project Portfolio Management	Advanced
Project Control	Advanced

Project Planning	Moderate
Issue/Problem Identification	Moderate
Civil Engineering	Moderate
MS Office (Word, Excel, PowerPoint)	Advanced
MS Project	Advanced
MS Visio	Moderate
MindManager/FreeMind	Moderate
AutoCAD	Basic
Primavera P6	Moderate
Adobe Photoshop	Basic
English-Indonesian Translation (vice versa)	Advanced
Analytical Thinking	Moderate
Communication and Presentation Skills	Moderate
Proofreading	Advanced
Text Editing	Advanced
Editorial Skills	Moderate
Data Analysis	Advanced

Social & Leisure

Enjoy listening to music, play guitar, travel, read novels, sports (basketball, football, tennis), computers and cellphones, and playing with my children.

References

I Made Mastana

Current position: Business Alignment Lead Specialist, PT Antam (Persero) Tbk

Professional Relationship: former superior (Vice President) at Antam's Project Management Division

Tel: +62-87873266816

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Chalid Tamimi, PMP

Current position: President Director, PT. DC Optima

Professional Relationship: current consultant for Antam's Project Management Division

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Sonny Sumarsono, PMP

Current position: PT. ADW Consulting

Professional Relationship: former consultant for Antam's PMO Division

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Bachtiar Maggalatung

Current position: President Director, PT. Indonesia Coal Resources

Professional Relationship: former superior (Senior Manager) at Antam's PMO Division

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Octadian Pratiwanggono

Current position: Project Manager, PT. Mitrapacific Consulindo International

Professional Relationship: former superior (Project Manager)

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Latief E. Setiono

Current position: President Director, PT. Mitrapacific Consulindo International

Professional Relationship: former superior of superior (President Director)

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Rudy Hermawan K.

Current position: Lecturer, Department of Civil Engineering ITB/ BPJT PU

Professional Relationship: former guidance lecturer

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Email: ruherkar@yahoo.com

Appendix: Detailed Employment History

November 2013 – Now

Project Integraton Management Senior Engineer for the Project Management Division at PT. Antam (Persero) Tbk.

Role description:

- Establish and update the management policy, SOP, job description, forms, and templates of project management for the whole company.
- Continuous socialization and training of the application of project management best practice through PMI standards towards project team members and stakeholders.
- Create and conjur up the Project Charter for initiatives which have been approved by the Management to become projects. The charter will then be approved by the Project Sponsor(s).
- Assist project teams in creating risk registers, risk response plans, and also help analyze the project team's human resources requirements depending on the scope and size of the project.
- Coordinate project reports and powerpoints to be presented at monthly directorate meetings.

November 2010 – October 2013

Project Monitoring & Controlling Engineer for the Project Management Division at PT. Antam (Persero) Tbk.

Role description:

- Establish and update the management policy, SOP, and job description of the PM Division. The division functions as the PMO for the company.
- Apply PMI standards in project standards, including techniques, best practices, and relevant forms.
- Monitor and control the progress, issues, problems, and achievements of strategic projects through constant and routine correspondence (email, meetings, site visits, etc.) with project teams. Tools: MS Project, MS Excel.
- Assist project teams in planning and scheduling, especially in the understanding and establishment of basic yet essential project management performance tools such as the work breakdown structure (WBS). Tools: MS Excel, MindManager, MS Project.

Project experience:

Period	Project	Position	Tasks
November 2010 – Now	FeNi East Halmahera/ PT Feni Haltim	Project Monitoring & Controlling Specialist	Assist project team/ subsidiary in standardized project reporting, giving feedbacks to project reports, giving recommendations on project issues, progress verification, project cost control, and meeting coordination with project sponsors.
November 2010 – Now	Nickel Pig Iron Mandiodo/ PT AJSI	Project Monitoring & Controlling Specialist	Assist subsidiary in project reporting, project planning & controlling, giving feedbacks to project reports, and giving recommendations on project issues.
November 2010 – Now	North Konawe Nickel Mine Development Project	Project Monitoring & Controlling Specialist	Assist project team in creating WBS, project planning & controlling, project cost control, giving feedbacks to project reports, giving recommendations on project issues, meeting coordination with project sponsors, and ensure acceptance of project deliverables to Directorate of Operations.

Period	Project	Position	Tasks
August 2011 – May 2012	Project Document Management System	Project Manager	Head a team to deliver a web-based application which could upload project documents to the server which will then be able to be searched by word contents, and not only by title or author. The project was assisted by a consultant which would not only develop the application, but also scan existing inactive documents to lessen the dependence on paper, and also formulate SOPs for document storage, handling, retention, lending, etc.

June 2007 – October 2010

Portfolio Management Specialist for the Program Management Office (PMO) Division at PT. Antam (Persero) Tbk.

Role description:

- Formulate criterias and methods for the selection, prioritization, and optimization to evaluate the portfolio of new initiatives. Tools: MS Excel
- Routinely monitor the progress of new emerging projects/initiatives and update project information.
- Evaluate and validate data inputed by projects and present recommendations to the Board of Directors.
- Provide guidance on filling in PMO forms and sharing knowledge on the PMO business process and tools.
- Give recommendations on project documents (preliminary studies, feasibility studies, business plans, schedules, legal documents, etc.) at any given time according to the projects needs and or issues.

Project experience:

Period	Project	Position	Tasks
June 2007 – October 2010	FeNi Halmahera, CGA Tayan, SGA Mempawah, Optimasi FeNi, GCT, Tailing Dam, Anode Slime	Portfolio Management Specialist	Monitor the initiatives and their progress to become projects. Select, prioritize, and balance the company initiative portfolio.
April 2008 – December 2009	PMO IT Tools (later to be named as AIMS = Antam Initiative Management System)	Assistant Project Manager	The PMO needed to use IT software as a tool to support its portfolio analysis, recommendation making, and initiative/project database. I am the head of the project team which consists of mainly people from mining project teams and IT. The team is a counterpart for an IT consultant that has to translate the company's PMO business process into an IT database system. My duty is to ensure that the system fulfills the business process needs and integrating it with the company's existing IT system.

Period	Project	Position	Tasks
June 2007 – February 2008	PMO Development	Portfolio Management Specialist	The company was developing a PMO to ensure its portfolio management needs and hired a consultant to help establish one according to PMI standards. I was a new member of the developing PMO division and helped build the PMO's infrastructure including policies, an SOP, and a Work Instruction. I was responsible for creating formats for criterias, scoring methods, and recommendation to provide the basis for project portfolio analysis and also share knowledge to others on what the PMO was all about.

July 2002 – June 2007

Engineer at PT. Mitrapacific Consulindo International.

Role description:

- As an engineer and analyst for transportation, particularly in highway and traffic issues, whether from technical, social, economical, or general points of view.
- As field coordinator for various types of projects in many regions throughout Indonesia which includes constant converging with government officials, surveyor recruitment and training, on-location data analysis and progress reports, and miscellaneous affairs (accommodations, transportation, equipment, money management, etc.).
- Other responsibilities include report making (directly in English or Indonesian) and also constant English-Indonesian and Indonesian-English translations whether for projects involved in or other projects by the office.

Project experience:

Period	Project	Position	Tasks
April – June 2007	Data for Potential Development and Assistance by Region and Sector (Embassy of Japan)	Data Collector & Analyst	Collected data as requested. Data would later be as a guidance on the general overview of Indonesia for Japan, used for planning future projects between the countries.
November 2006 – April 2007	Analysis of Economic Activities and Examination of Economic Linkage between South Sulawesi and Other Regions (JICA)	Commodity and Infrastructure Analyst	Analyze economic conditions and the supporting factors through primary and secondary data research. Analyze flow of commodities in and out of the province through seaports, airports, and land transportation. Analyze commodities that are potential to the province's market position and revenue.
April – May 2006	Study on the Cibitung-Cimanggis and Serpong-Cinere Toll Roads	Transportation Analyst	Responsible for traffic and socio-economic impact analyses in supporting the supply and demand of the toll roads.
February 2006 – January 2007	Supervision of USDRP Projects (World Bank, PU)	Project Reviewer	Technical and economical reviewer for projects proposed by Kab. Parigi Moutong. The feasibility studies should meet World Bank's criterias and conditions so loans could be approved. I was constantly converging and aiding the local government and consultant.

Period	Project	Position	Tasks
December 2005 – February 2006	2 Studies: The Cikarang Area Transportation Study and The Bandung Basin Area Transportation and Regional Development Study	Transportation Analyst	Responsible for traffic and socio-economic impact analyses in supporting the supply and demand of road improvements and regional development.
October – December 2005	Investment Climate and Opportunity Study in the Provinces of DIY and Bali (BKPM-JICA)	Infrastructure Analyst	Conducted interviews with various government institution chiefs and company directors individually to be familiar with the current business climate in DIY what future plans the government has. I am also responsible for the infrastructure support analysis for both provinces in the report.
September-October 2005	2 New Flyovers in Bekasi and Depok	Transportation Analyst	Responsible for traffic and socio-economic impact analyses in supporting the supply and demand of the flyovers.
June-August 2005	Ciranjang-Padalarang Toll Road Study	Transportation Analyst	Responsible for traffic and socio-economic impact analyses in supporting the supply and demand of the toll road.
June-August 2005	3 New Toll Road Projects: Depok-Antasari, Cinere-Jagorawi, and Cikarang-Tj. Priok (PT. Sinar Mas)	Transportation Analyst	Responsible for traffic and socio-economic impact analyses in supporting the supply and demand of the toll roads.
April-June 2005	Malang-Pandaan Toll Road Feasibility Study (PT. Setdco Marga Nusantara)	Engineer and Coordinator	I surveyed possibilities of electricity lines, gas main lines, and telephone lines that might converge with the new toll road alignment. I also coordinated traffic count surveys.
April-June 2005	Cikampek-Palimanan Toll Road (PT. Bukaka)	Land Acquisition Estimator	Responsible for standard land cost data for Kab. Cirebon and Indramayu. Calculate total land acquisition costs from obtained data together with data from other regions.
December 2004 – April 2005	Review of USDRP Projects (World Bank, PU)	Project Reviewer	Technical and economical reviewer for projects proposed by Palu City and Kab. Parigi Moutong. The feasibility studies should meet World Bank's criterias and conditions so loans could be approved. I was constantly converging and aiding the local government and consultant.
April-November 2004	Initial Public Offering of PT. Jasa Marga (Persero)	Traffic Analyst	Coordinated a traffic survey in Makassar as part of the data acquisition process which was done in other major cities. In Jakarta, I was responsible for traffic analysis of all cities, future toll charge rates estimation, and toll-arterial comparisons.
February-April 2004	Strategy Formulation for Road Sub-Sector in Indonesia (JICA)	Transportation Analyst	Collected data and maps to support the assessment of North and South Sumatera's provincial area, capitol city, and isolated areas against other regions in Indonesia. The study would be used as an indicator of where JICA should focus their infrastructure projects.

Period	Project	Position	Tasks
November 2003 – January 2004	USDRP, Urban Sector Development Reform Program in 10 Cities (World Bank, PU)	Project Assessor	Together with the help of a Liaison Officer in the government, I collected information & conducted interviews to assess the readiness of the Government of Palu City to implement a grant or loan.
September-November 2003	Kalimantan Biomass Survey (JICA)	Team Member	Collect information from related government offices and also random small & large industries in a 100 km radius surrounding Banjarmasin which was used to give an illustration on the quantity and spread of industries (rice, coal, timber, & CPO) in the form of maps and tables.
August-September 2003	Jakarta Outer Ring Road Northern Extension	Traffic Engineer	Field coordinator for traffic surveys, particularly observing traffic flows & directions from and to Tj. Priok. Also conducted location checks and data analysis.
June-August 2003	North Java Corridor Flyover Project Feasibility Study	Highway Engineer	In Merak and Balaraja, I was in charge of conducting initial location surrounding checks, minor traffic survey, photographs, and data collection. In Semarang, my team conducted full-scale traffic surveys and data collection regarding regional transportation plans. I analyzed and made reports concerning highway issues.
April-May 2003	Study on Air Transportation and its Connections with Other Modes of Transportation and the Regional Economy (JICA-Directorate General of Air Transportation)	Area Team Leader	In charge of a small team to Padang, Jambi, Bengkulu, and Lampung. Conducted passenger interview surveys (recruited & trained surveyors from local airport authority), data collection, including discussions with local authorities & government. Analyzed data and made reports in Jakarta while frequently converging with JICA.
January-March 2003	STRAMINDO, a study on domestic sea transportation (JICA-Directorate General of Sea Transportation)	Area Team Leader	In charge of a small team to Batam, Tj, Pinang, and Padang. Conducted passenger interview surveys (recruited & trained surveyors), data collection, including discussions with local authorities, particularly at seaports. Analyzed data and made reports in Jakarta.
October-December 2002	Bojonegara (Serang) Toll Road	Assistant Engineer	Technical design assistance and AutoCAD drawing check.
August-October 2002	SITRAMP, Study of the Jabodetabek Integrated Transportation Master Plan (JICA-Bappenas)	Survey Coordinator	Field coordinator for traffic surveys such as traffic count, road-side interview, and travel speed. Liased with road authority officers.
July-August 2002	New Cikarang Tollgate, Bekasi	Assistant Engineer	Cost estimation calculations for traffic diversion items. AutoCAD drawing check.