



JEANNE DUNGGIO

Nationality Indonesian

Current Position Office Manager

Working Experience :

(December 2010 - Present) As Office Manager at PT. Dunggio Drilling,
www.dunggiodrilling.com

The company actives in Coal, Mineral, CBM, Oil and Gas Drilling. Overall, my responsibility is to manage and monitor all the operational activities, which include K3LL, Human Resources, Procurement Tax, Government Relation and Drilling activities, in order to gain and to attain management goal.

(February 2006 - April 2007) as Executive & Legal Assistant to the Managing Partner at Bahar & Partners, Indonesia (Law Firm) :

I gained my legal experience as an Executive Secretary and Legal Assistant at B&P. My responsibility was to assist the Managing Partners and several lawyers on audit activities, legal document preparation, and maintained & followed up Legal Amendment to notaries and clients.

(May 2004-December 2005) Worked at Prosys Bangun Persada, Indonesia (Project Management Office Consultant Company) as a Project Support for several banking projects such as at Bank Rakyat Indonesia and Danamon Bank Project.

My responsibility was to assist the Project Manager and Team in terms of administration to develop a PMO (Project Management Office) System, coordinated all TPM (Technical Project Manager) and as a bridge communication between the Company and Clients.

(November 2002 - March 04) Worked at Bakrie Swasakti Utama as a Sales Assistant

As a Sales Assistant, my responsibility was to explain the apartment price details, retail specification and showing the unit apartment to the customers. Besides that, I had to control and to monitor the company sales progress as well as handled sales administration.

Education

- Msc. International Management and Entrepreneurship 2010 (S2), The University of Glasgow, Scotland, United Kingdom.
- BA Degree of Communication, London School of Public Relation (S1), Jakarta (with GPA 3.4) majoring Public Relations
- Tax Course at FISIP University of Indonesia in 2011 (Brevet A & Brevet B)
- IELTS with score of 6.5
- Diploma 3 Degree of Secretarial (D3), Aksek/ LPKTarakanita, Jakarta majoring Business Administration and Secretarial
- Senior High School 3 Gorontalo, Academic Year 1999
- Junior High School 1 Gorontalo, Academic Year 1996

Skill Ms Office, Photoshop and Autocad



Achievement

- Second Rank in Senior High School of Bina Insani Bogor, Academic year 1998/1999
- Third Rank in Senior High School of Bina Insani Bogor, Academic Year 1998/1999
- First Rank in Senior High School 3 Gorontalo, Academic Year 1997/1998
- Second Rank in Senior High School 3 Gorontalo, Academic Year 1996/1997

Social Organization

As a founder of HTCE (Hands Together Charity Events), which is based in Cikarang. HTCE is a social organization that established in 2013, which focusing on social activities to help the hungry and poor people around area of Bekasi and Cikarang

Training & Seminar HSE/ K3LL

- Internal Auditor Training based on ISO 19011:2018 held by Alfa Solusindo System dated 5 October 2001
- Environmental Management System Training based on ISO 14001:2015 held by Alfa Solusindo System dated 5 October 2001
- **Safety and Health Technical Guidance for Oil and Gas Supporting Companies held by Directorate General of Oil and Gas in Cibogo Bogor on 27th - 30th May 2013**
- Awareness ISO 14001:2015 by PJK3 PT Indonesia Satu Persada dated 24 May 2021
- Internal Auditor ISO 9001:2015 by PJK3 PT Indonesia Satu Persada dated 24 February 2021
- First Aid at Work Training held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 12, 13, 14 July 2017
- SMK3 Training (Sistim Manajemen Keselamatan dan Kesehatan Kerja) held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 6, 7, 8 April 2016
- P2K3 Training (Panitia Pembina Keselamatan Kesehatan Kerja) held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 16, 17, 18 March 2016
- P2K3 Training (Panitia Pembina Keselamatan Kesehatan Kerja) held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 16, 17, 18 March 2016
- Work Motivation Training held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 10, 11, 14 March 2016
- Internal Auditor of Quality Management System ISO 9001:2015 based on ISO 19001:2011 held by Panen Consulting dated on 14 August 2018
- Understanding Quality Management System ISO 9001:2015 held by Panen Consulting dated on 13 August 2018
- Integration Internal Audit of Quality, Health & Safety based on ISO 9001:2008 & OHSAS 18001:2007 held by Bina Sejahtera Consulting dated on 21 February 2013
- Interpretation & Awareness of Occupational Health & Safety based on OHSAS 18001:2007 held by Bina Sejahtera Consulting dated on 29 November 2012
- Hazard Identification, Risk Assessment & Determining Control held by Bina Sejahtera Consulting dated on 13 December 2012
- Interpretation & Awareness of Quality Management System based on ISO 9001:2008 held by Bina Sejahtera Consulting dated on 6 December 2012
- 15 January 2014 - 16 January 2014, Internal Auditor Course of ISO 9001:2008 & OHSAS 18001:2007, from British Standard Institution (BSI)
- 29 November 2010, First Aid Training Level one, from International SOS, Jakarta, Indonesia



○ **Training/ Seminar Communication & Management**

- *Training PTK 007 Rev-2 of Tender Management Services, 7-10 October 2013, from Koperasi Petro Mandiri (KBPM) - SKK Migas*
- *15 Maret 2014 - 16 Maret 2014, General Public Speaking, from TYPSS*
- *Pelatihan Sistem Pengadaan Secara Elektronik (SPSE) v4.0 14 Maret 2017 dari Kementrian Pendidikan dan Kebudayaan Republik Indonesia*
- First Aid at Work Training held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 22, 23, 24 March 2017
- Tax Company Training held by Pemerintah Kabupaten Bekasi Dinas Tenaga Kerja dated 12, 13, 14 July 2017
- 18 February 2002 - 08 march 2002, Job trainee at PT ALPHARMA, Pharmaceutical Industry, Jakarta
- 10 August 2001 - 31 August 2001, Job trainee at TOTALFINAELF E & P INDONESIA, France Oil & GasCompany, Jakarta
- Attended and participated The Project Management Visit 2005 UnocalGeothermal Site at Salak Mountain, Saturday, 25th June 2005
- Public Relation Seminar, September 16th 2005
- Communication and management office, Saturday, June 1st, 15th, 22nd, 29th 2002
- Actuarial Seminar for Secretary, June 8th 2002
- Business Travel Educational Seminar, July 13th 2002
- 2D and 3D AutoCad Training, September 2015 - Januari 2016, from President University Development Center