Hendrik Mamarodia

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PROFESSIONAL SUMMARY

With over six years of diverse professional experience, including roles from Production Admin to Dispatch Analyst, I am certified in Office Supervisor, OHS & First Line Supervisor, specializing in Mining, proficient in data analytics, and known for driving continuous improvement.

EXPERIENCE

Dispatch Analyst Group Leader **Jun 2024 – May 2025**

Antareja Mahada Makmur, West Aceh

- Developed and presented comprehensive performance reports (daily, weekly, monthly) to key stakeholders, including BOD and HO, to drive strategic decision-making.
- Executed rigorous cost control by analyzing ABC Cost reports and monitoring key parameters to ensure budget adherence and operational efficiency.
- Conducted in-depth analysis using Waterfall and Cycle Time data to identify inefficiencies, leading the implementation of corrective actions (PICA) for continuous improvement.
- Managed commercial administration and production reconciliation, including creating official reports (BAPA), invoices (BAI), and reviewing rental agreements.

Data Processing Foreman **Jan 2024 – May 2024**

Manado Teknik Mandiri, North Maluku

- Compiled and analyzed daily, weekly, and monthly achievements for performance evaluation.
- **Performance Analysis**: Identified issue and reporting Overall Equipment Effectiveness (OEE).
- Managed the production/plan database, and TOS Balance.
- Streamlined technical reporting processes for improved efficiency.

Monitoring Control Assistant – Dispatch Analyst Group Leader **Sep 2022 – Sep 2023**

Putra Perkasa Abadi, North Maluku

- **Mining Productivity Control:** Oversaw hourly production reports, streamlining data collection process.
- Compiled and analyzed daily, weekly, and monthly achievements for performance evaluation.
- **Optimized Performance Analysis**: Identified challenges and conducted cost-revenue comparisons to optimize mining performance.
- Managed the production/plan database, enhancing scalability and data accessibility.
- **Efficient Reporting System**: Developed and implemented an instant reporting system with a dashboard, reducing data gathering time.
- Streamlined technical reporting processes for improved efficiency.
- **Notable Achievements**: Restructured data architecture for scalability improvements.
- Implemented an incremental logging system for enhanced data tracking.

Accounting & Tax **Nov 2021 – Jul 2022**

Jaya Pertiwi Rentconindo, South Kalimantan

- **Comprehensive Financial Management**: Recorded, monitored, and controlled daily, weekly, and monthly expenses.
- Managed company assets to ensure accurate financial tracking.
- **Invoicing and Tax Reporting**: Handled invoicing for construction services and unit rentals.
- Ensured accurate tax reporting for all financial transactions.
- **Service Proposal Calculations**: Prepared detailed calculations for service proposals.
- **Notable Achievement**: Prototyped the system using Google AppSheet for enhanced efficiency.
- Developed an information system to streamline company asset management.

GA Transport & Accommodation **Feb 2021 – Oct 2021**

Borneo Indobara, South Kalimantan

- **Fuel Management**: Managed fuel coupons and reported monthly consumption.
- **Invoicing and Billing**: Processed invoices for rental units, guest houses, and travel.
- Administered transportation and accommodation billing.

- **Daily Operations Coordination**: Coordinated daily operations, including guest deliveries and travel arrangements.
- Managed commissioning, follow-up, and unit complaint resolution.
- **Notable Achievements**: Contributed to workflow design for the digitalization of fuel management.

HSE Staff **Oct 2020 – Jan 2021**

Arandra Citra Mandiri, Riau

- **HSE Program Implementation**: Monitor and implement HSE programs under the guidance of the HSE Manager.
- Oversaw HSE campaigns, signage, and preventive safety measures.
- **Documentation and Compliance**: Handled inspection documentation, coordinated with inspectors, and ensured compliance.
- Streamlined induction and training processes, managing documentation for medical check-ups, HSE Passport applications, and work permits.
- **Notable Achievement**: Implemented a digital archive for document control, enhancing the quality of occupational health and safety (K3) compliance reporting.

Production Admin – Equipment Foreman **Mar 2018 – Sep 2021**

Harita Nickel, North Maluku

- **Leadership and Productivity**: Led and took responsibility for assigned units, overseeing subordinate crews.
- Managed equipment and manpower productivity in the Production Department, including fleet management.
- **Manpower Planning**: Planned and forecasted manpower needs, focusing on productivity, physical availability, and utilization.
- Assisted supervisors in coordinating unit activities, overseeing operations, and planning workforce composition.
- **Attendance Control and Payroll**: Managed attendance control, addressed consecutive absenteeism, overseen payroll reconciliation, and monitored the Attendance Ratio.
- **Notable Achievements**: Improved manpower availability by forecasting throughout the year based on attendance ratio and physical availability.
- Successfully implemented an hourly production reporting system for quick constraint identification and resolution.

Internship Administration Staff **Aug 2016 – Dec 2016**
Customer Service **May 2012 – Jun 2013**
Internship Services Technician **Jul 2011 – Dec 2011**
Internship Services Technician **Feb 2011 – Jun 2011**

SKILLS

Microsoft Excel | Analytical Skills | Information Technology | Fleet Management | Business Analysis

EDUCATION

Bachelor of Applied Science, Business Management **Sep 2017**
Manado State Polytechnic

Vocational High School, Computer & Networking Engineering **May 2012**
State Vocational High School 2 Bitung

CERTIFICATIONS

- **General OHS Professional**, Ministry of Manpower of The Republic Indonesia – 2019
- **Office Supervisor**, Indonesian Proffesional Certification Authority – 2018

AWARDS/RECOGNATIONS

- Third place winner in the JSA Competition
  Mar 2023 in Occupational Safety and Health Month Competition
- Best Performance Award of the Month
  Feb 2023 in Putra Perkasa Abadi Employee Appreciation
- Runner-up in the AB Typing Competition
  May 2014 in Word per Minute Typing Competition of Business Administration Dept.