

OSSAMA BINTANG RAEMI PUTRA



Bekasi, West Java, Indonesia | +62 851 8939 8309
osamabintang8@gmail.com | tokociel.com

PROFESSIONAL SUMMARY

Admin Planner with 2+ year of experience supporting mining operations at BUMA Adaro site. Specialized in maintenance planning, backlog scheduling, and SAP HANA order processing. Strong in Excel reporting, service documentation, and coordination with mechanical teams to ensure timely shutdown and maintenance execution. Experienced in customer service and digital business management

WORK EXPERIENCE

PT Rahmad Rapentas Mandiri-Site BUMA ADARO TUTUPAN

JULY 2023 - Present | South Kalimantan, Indonesia

Admin Planner

- Created and maintained weekly backlog repair plans for mechanical units to support preventive maintenance and minimize equipment downtime.
- Scheduled shutdown tasks and coordinated with mechanical and operations teams to ensure smooth execution.
- Managed service and breakdown orders using SAP HANA, including uploading notifications and monitoring progress until completion.
- Planned and reported coal washing, service washing, and mud washing activities.
- Prepared service documentation and spare parts (H-1) to ensure operational readiness.
- Compiled administrative reports and supported daily planning meetings.

Pizza Hut Delivery

May 2022 - August 2022 | Bekasi, Indonesia

Delivery Man

- Delivered customer orders accurately and on time while maintaining product quality.
- Provided friendly customer service and assisted with in-store food preparation.

PT Logos Metrolink Logistik

June 2021 - March 2022 | Bekasi, Indonesia

Warehouse Worker

- Received, sorted, stored, and packed goods according to company procedures.
- Maintained warehouse cleanliness and assisted with inventory records.

BUSINESS EXPERIENCE

TOKOCIEL

2024 - Present | Online Business

Digital Game Top-Up Store - Owner

- Handle daily sales and top-up transactions for multiple online games.
- Manage customer service, digital marketing, and payment systems.
- Maintain transaction records and customer database.

ADDITIONAL EXPERIENCE

PT Telekomunikasi Indonesia Intern - Multimedia Division

August 2018 - September 2018 | Jakarta, Indonesia

- Assisted in designing event materials for Telkom events.
- Supported visual design preparation for Asian Games 2018 promotional content.
- Helped design team with layouts, graphics, and documentation.

Pepsodent Dental Expert Care (Event) Floor Crew - Event Support

September 2022 | Jakarta, Indonesia

- Assisted in booth preparation, equipment setup, and venue arrangement.
- Guided visitors, supported registration, and managed customer flow during the event.
- Ensured cleanliness and readiness of service areas before and after the event.

Mobile Legends Professional League (MPL) Season 11

Event Crew

- Dummy Crew: Assisted in stage rehearsal, crowd simulation, and technical run-through preparation.
- Floor Crew: Supported event operations, audience management, venue coordination, and maintained event area readiness during live matches

SKILLS

- Technical Skills: Microsoft Excel, SAP HANA, Microsoft Word, PowerPoint, Project, Adobe Photoshop
- Operational Skills: Maintenance & Shutdown Planning, Backlog Repair Scheduling, Order Processing & Tracking, Service Documentation, Spare Part Preparation, Data Reporting & Administration
- Languages: Indonesian (Native), English (Basic)

EDUCATION

SMK Mutiara 17 Agustus Bekasi

Senior High School, Multimedia
2016 – 2019

CERTIFICATIONS

- Microsoft Azure AI Fundamentals (2024)
- Multimedia Designer Certification
- Basic Mechanic Course
- Basic Life Support & Basic Fire Fighter

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
REPUBLIK INDONESIA

I J A Z A H

SEKOLAH MENENGAH KEJURUAN PROGRAM 3 TAHUN

TAHUN PELAJARAN 2018/2019

Program Studi Keahlian : Teknik Komputer dan Informatika
Kompetensi Keahlian : Multi Media

Yang bertanda tangan di bawah ini, Kepala Sekolah Menengah Kejuruan
Mutiarra 17 Agustus

Nomor Pokok Sekolah Nasional : 69725704

Kabupaten/Kota Kota Bekasi

Provinsi Jawa Barat menerangkan bahwa:

nama : OSSAMA BINTANG RAEMI PUTRA

tempat dan tanggal lahir : Tabalong, 11 Oktober 2001

nama orang tua/wali : Suhaimi

Nomor Induk Siswa : 1617020045

Nomor Induk Siswa Nasional : 0015814661

nomor peserta Ujian Nasional : 4-19-02-03-0198-0075-6

sekolah penyelenggara Ujian Sekolah : SMK Mutiarra 17 Agustus

sekolah penyelenggara Ujian Nasional : SMK Mutiarra 17 Agustus

LULUS

dari sekolah menengah kejuruan setelah memenuhi seluruh kriteria sesuai dengan
peraturan perundang-undangan.



Bekasi 13 Mei 2019

Kepala Sekolah,

Paryono, S.S.M.M.

Paryono, S.S.M.M.

NIP.

M-SMK/06-3/0034955



SMK MUTIARA TUJUH BELAS AGUSTUS
STATUS TERAKREDITASI - A

Jl. Perjuangan, Kav.M1 Harapan Baru Bekasi Utara Telp. (021) 88967868
Po.Box 182 Bekasi 17000

TRANSKRIP NILAI
STANDAR KOMPETENSI UTAMA

No. Ijazah : M-SMK/06-3/0034955

Nama : OSSAMA BINTANG RAEMI PUTRA
Tempat dan Tanggal Lahir : Tabalong, 11 Oktober 2001
Nomor Induk Siswa : 1617020045
Kompetensi Keahlian : Multimedia
Lama Belajar : 3 Tahun

No	Standar Kompetensi Utama	Jumlah Jam	Nilai
1.	Memahami etimologi multimedia	54 Jam	83
2.	Memahami alir proses produksi produk multimedia	54 Jam	76
3.	Merawat peralatan multimedia	18 Jam	85
4.	Mengelola isi halaman <i>web</i>	54 Jam	84
5.	Menerapkan teknik pengambilan gambar produksi	45 Jam	82
6.	Menerapkan prinsip-prinsip seni grafis dalam desain komunikasi visual untuk multimedia	60 Jam	75
7.	Menguasai cara menggambar kunci untuk animasi	54 Jam	88
8.	Menguasai cara menggambar <i>clean-up</i> dan sisip	54 Jam	90
9.	Menguasai dasar animasi stop-motion (bidang datar)	54 Jam	88
10.	Menggabungkan teks kedalam sajian multimedia	60 Jam	89
11.	Menggabungkan gambar 2D kedalam sajian multimedia	66 Jam	84
12.	Menggabungkan fotografi digital kedalam sajian multimedia	45 Jam	75
13.	Menggabungkan audio ke dalam sajian multimedia	36 Jam	88
14.	Membuat <i>story board</i> aplikasi multimedia	36 Jam	88
15.	Memahami cara penggunaan peralatan tata cahaya.	30 Jam	89
16.	Menerapkan efek khusus pada objek produksi	45 Jam	93
17.	Menyusun proposal penawaran	30 Jam	82

Tanggal Kelulusan : 13 Mei 2019

Bekasi, 13 Mei 2019
Kepala Sekolah

Ranyono, S.S., M.M.

3962390



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI
CERTIFICATE OF COMPETENCE

No.62011 2132 2 00000 881 2019

Dengan ini menyatakan bahwa,
(This is to certify that)

Ossama Bintang Raemi Putra
No. Reg. TIK 873. 00047 2019

telah kompeten pada bidang
(has been competence in the area of)

Perancang Multimedia
(Multimedia Designer)

Dengan Kualifikasi / Kompetensi
(With Qualification / Competency)

Kualifikasi Level II Multimedia
(Qualification Level II Multimedia)


Sertifikat ini berlaku untuk 3 (tiga) tahun
(This Certificate is valid for 3 (three) years)

Jakarta, 23 Mei 2019

Atas Nama Badan Nasional Sertifikasi Profesi
(On Behalf of Indonesian Professional Certification Authority)

Lembaga Sertifikasi Profesi P2KPTKK Jakarta Timur
(Professional Certification Body P2KPTKK Jakarta Timur)




Adip Wiratmono, S.Pd., MA.
Ketua (Chairman)



**DAFTAR NILAI
SEKOLAH MENENGAH KEJURUAN
TAHUN PELAJARAN 2018/2019**

Nama : OSSAMA BINTANG RAEMI PUTRA
 Tempat dan Tanggal Lahir : Tabalong, 11 Oktober 2001
 Nomor Induk : 1617020045
 Nomor Induk Siswa Nasional : 0015814661
 Kompetensi Keahlian : Multimedia

No.	Mata Pelajaran	Nilai Rata-rata Rapor	Nilai Ujian Sekolah
Normatif			
1.	Pendidikan Agama	84	83
2.	Pendidikan Kewarganegaraan	80	80
3.	Bahasa Indonesia	81	79
4.	Pendidikan Jasmani, Olahraga & Kesehatan	82	82
5.	Seni Budaya	78	77
Adaptif			
1.	Matematika	81	77
2.	Bahasa Inggris	83	84
3.	Keterampilan Komputer dan Pengelolaan Informasi	83	81
4.	Kewirausahaan	81	79
5.	Ilmu Pengetahuan Alam	76	77
6.	Ilmu Pengetahuan Sosial	80	79
7.	Fisika	77	74
8.	Kimia	79	75
9.	Muatan Lokal		
	a. Bahasa Sunda	84	79
	b. Bahasa Jepang	80	79
	c.		
Produktif			
1.	Dasar Kompetensi Kejuruan	84	82
2.	Kompetensi Kejuruan	84	82
Rata-rata		81	79



13 Mei 2019

Kepala Sekolah,

Paryono, S.S.MM

M-SMK/06

SERTIFIKAT

DENGAN INI MENYATAKAN BAHWA :

NO : 1409/VII/2023/BUMA-HSE/BLS-BFF

OSSAMA BINTANG RAEMI PUTRA PT RAHMAD RAPENTAS MANDIRI

TELAH MENGIKUTI IN HOUSE TRAINING

BASIC LIFE SUPPORT ***& BASIC FIRE FIGHTER***

YANG DISELENGGARAKAN DI PT ADARO INDONESIA

TANJUNG : 01 - 02 JULI 2023



RIZKY S. BENGGOLO
INSTRUKTUR



SUHERNOMO
KEPALA TEKNIK TAMBANG



MATERI BLS-BFF

- **PENGENALAN KONDISI GAWAT DARURAT**
- **RESUSITASI JATUNG PARU (RJP)**
- **PENGENALAN AED**
- **RECOVERY POSITION (Posisi Pemulihan)**
- **PENANGANAN TERSEDAK**
- **PENANGANAN LUKA & PERDARAHAN**
- **PINGSAN & SYOK**
- **LUKA BAKAR**

- **TATA CARA PELAPORAN INSIDENT**
- **UNSUR-UNSUR API**
- **TAHAP PERKEMBANGAN API**
- **KLASIFIKASI KEBAKARAN**
- **TEORI PEMADAMAN**
- **ALAT PEMADAM KEBAKARAN DI AREA KERJA**
- **TATA CARA PEMERIKSAAN & PENGOPERASIAN APAR**



CERTIFICATE OF COMPLETION

This is to certify that

Ossama Bintang Raemi Putra

has successfully completed the **Microsoft Azure AI Fundamentals**
conducted on **March 26, 2024** by **Microsoft, Kartu Prakerja, and Mereka.**



A handwritten signature in black ink, appearing to read "Rashvin Pal Singh".

Rashvin Pal Singh
Group CEO
Mereka



Microsoft

prakerja



mereka



SMK MUTIARA 17 AGUSTUS

Jl. Raya Taman Wisma Asri Kav.M 7 Telp. (021) 88982808
Po.Box 182 Bekasi 17000

SERTIFIKAT

Nomor : 001/SMKMI17A/PSG/ X /2018

Yang Bertanda Tangan Kepala SMK Mutiara 17 Agustus dan Pimpinan Perusahaan, menyatakan bahwa :

Nama : OSAMA BINTANG RAEMI PUTRA
Tempat Tanggal Lahir : / 11 Oktober 2001
Kompetensi Keahlian : Multimedia

Telah melaksanakan Pendidikan Sistem Ganda (PSG) di PT TELKOMUNIKASI INDONESIA
selama 2 (Dua) bulan terhitung mulai dari tanggal 1 Agustus s/d 30 September 2018
Dengan Hasil

Demikian Sertifikat ini diberikan untuk dapat dipergunakan sebagaimana mestinya

Mengetahui :
Pimpinan Perusahaan

Bekasi, 21 Oktober 2018
Kepala Sekolah



Patyono, S.S.M.M

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS AWARDED TO

For Being The Participant In Sharing Session

**OSSAMA BINTANG RAEMI
PUTRA**

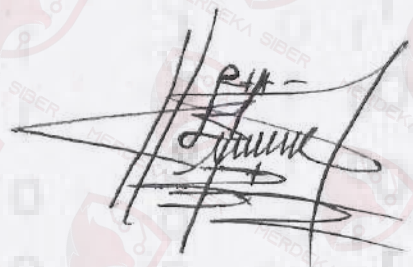
Speaker: Muhammad Nur
Bug Hunter & Security Researcher
Date Issued: 31 Agustus 2025

FROM ZERO TO \$34K

**HOW THE
BUG BOUNTY**

WORLD CHANGED MY LIFE

Strategi Terbaik + Live Sesi Broken
Access Control Hacking untuk Pemula



Leo Waldi
Coordinator of Merdeka Siber



Certificate ID: MS-WBRB0803-2025-019

CERTIFICATE OF APPRECIATION



PROUDLY PRESENTED TO

BASCOM 3.0
BASIC COMMUNICATION

Ossama Bintang Reami Putra

Peserta

BASIC COMMUNICATION 3.0

" COMMUNICATION SCIENCE IS
A MAJOR SYMBOL OF CIVILIZATION "

PASCAL WILLHARD
PRESIDEN MAHASISWA

YANG MENYETUJUI,

Drs. Achmad Mucharam., M.Si
WADEK III FIKOM UPI YAJ

VIVI ALAWIYAH
KETUA PELAKSANA

SEPTEMBERKARYA VOL.9
2019



AWARDED TO

Ossama Bintang R.P

AS PARTICIPANT IN " HOW TO BECOME A DIGITAL ARTIST? " SEMINAR
BY WILLIAM DAVIS (WD.Willy)

Ketua Jurusan
DKV UPI Y.A.I

Niken Savitri A, S.sn, M.Ds

Pembicara

William Davis

Ketua
D'Kompleks

Gemma Chairu R

Ketua
Pelaksana

M. Reyhan F

D'Kompleks Proudly Present:

MINIT

CERTIFICATE OF PARTICIPATION

this certificate is presented to :

Ossama Bintang

For attending the launch of Minit Magazine held in Universitas
Parsada Indonesia Y.A.I on December 10, 2019.

SPEAKER

Bpk. Joachim David M, S.Ds, M.Ds.
Bpk. Andi Suprpto, S.Sos, M.Si.
Febriyani Yuda Syafitri, S.Ds.
Andreansyah Bahrum, S.Ds.

Niken Savitri A, S.Sn, M.Ds.
Head of Visual Communication
Design Study Program

Hamzah Bahar, S.Ds.
Event Organizer

Media partner:





adaro 



PT ADARO INDONESIA

SERTIFIKAT PENYELESAIAN
CERTIFICATE OF COMPLETION

Dengan ini menyatakan bahwa,
This is to certify that,

OSSAMA BINTANG RAEMI PUTRA

PT RAHMAD RAPENTAS MANDIRI

Telah berhasil menyelesaikan kompetensi

Has successfully completed the competency of

BASIC FIRE FIGHTER

Melalui ADARO EXPERT di Adaro Learning Management System (ALMS)

Through ADARO EXPERT at Adaro Learning Management System (ALMS)

Sertifikat ini berlaku untuk: 3 (tiga) Tahun

This certificate is valid for: 3 (three) Year

Tanjung, 2 June 2026

Rusdi Husin
HSE Division Head
PT Adaro Indonesia



adaro 



PT ADARO INDONESIA

SERTIFIKAT PENYELESAIAN
CERTIFICATE OF COMPLETION

Dengan ini menyatakan bahwa,
This is to certify that,

OSSAMA BINTANG RAEMI PUTRA

PT RAHMAD RAPENTAS MANDIRI

Telah berhasil menyelesaikan kompetensi

Has successfully completed the competency of

SAFETY ALERT

Melalui ADARO EXPERT di Adaro Learning Management System (ALMS)

Through ADARO EXPERT at Adaro Learning Management System (ALMS)

Sertifikat ini berlaku untuk: 1 (satu) Tahun

This certificate is valid for: 1 (One) Year

Tanjung, 1 May 2026

Rusdi Husin
HSE Division Head
PT Adaro Indonesia