

To

Human Resources Development

I am interested in applying for the the above position, my CV attached for your review. Through this cover letter I would like to join your company, this is my personal data :

Name : Mathilda Urzealla

Place, Date of birth : Bekasi, 03 August 1999

Address : Perumahan Meadow Green, Jl.

Cemara Hijau 2, No 21, Kel. Cibatu, Kec. Cikarang Selatan, Kab. Bekasi,
175330

Phone : **081313784849**

Email : mathildaurzealla@gmail.com

I would like to join your company, I graduated with a diploma 3 degree in Petroleum Engineering from the Balongan Oil and Gas Academy in Indramayu, West Java, in 2020. I am a hard worker and a fast learner, I am very adaptable to work with people at all levels, and I can work with computer applications.

I am confident that the expertise and experience of the seminar in college and I will make a major contribution to your company, because I would appreciate the opportunity to discuss qualifications me for this position.

I enclose my resume as a first step in exploring the possibility of employment with your company, I really appreciate your attention and I am hoping to hear your call for an interview anywhere and anytime you have spare time, and thank you for the consideration.

Best regards

Mathilda Urzealla

MATHILDA URZEALLA



Personal

- Address**
Perumahan meadow green jl Cemara hijau 2
No 21, Kel Cibatu, Kec, Cikarang Selatan, Kab
Bekasi
17530 Bekasi Indonesia
- Phone number**
081313784849
- Email**
mathildaurzealla@gmail.com
- Date of birth**
03-08-1999
- Place of birth**
Bekasi
- Gender**
Female
- Nationality**
Indonesia
- Marital status**
Single
- Driving licence**
C
- LinkedIn**
<https://www.linkedin.com/in/mathilda-urzealla-98434b206>

Interests

- Swimming
- Reading Book
- Traveling
- Hiking
- Listen Music

I am a graduate student in Petroleum Engineering, from the University of the Balongan Oil and Gas Academy, and I have some experience in the laboratory and also I have worked as a sales or Business Executive in a company engaged in medical devices, from my experience I am quite proficient in doing negotiating with clients, communicating, establishing good arguments and being able to monitor developments related to the products I sell

Work experience

- Contrak** Nov 2021 - Feb 2022
Business Executive, Jakarta barat
Monitoring Market Development in relations to the product for which they are responsible, Responsible for Achievement of Targets or Sales, Maintaining good relationships with Existing Customers, Responsible for weekly and Monthly Reports.
- internship** Feb 2020 - Mar 2020
Internship, Jakarta Selatan
Carry out testing/calibration of test sample/using, method that have been applied
Perform validation and data analysis
Make a report on the result of the trial
Use and maintain laboratory equipment
- Assistant** Sep 2018 - May 2019
Laboratory Assistant, Indramayu, Akamigas Balongan
Coordinate Laboratory Analyst
Supervise Participant During The Practicum
Preparing Tools and Materials For Testing
Make a Recap Of the Value Of the Practical Result
- Full Time** Dec 2020 - Nov 2021
Admin Social Media, Lippo Cikarang
Help Create Content According To The Brief
Responsible For All Social Media
Help To Prepare All Needs

Education and Qualifications

- Diploma** Jun 2017 - Dec 2020
Akademi Minyak dan Gas Balongan, Indramayu, Jawa Barat
Diploma III In Petroleum Engineering
- Senior High School** Jun 2014 - Jul 2017
SMAN 1 CIKARANG SELATAN, Bekasi, Jawa Barat
Science

Skills

- Excellent Communication ●●●●●●●●
- Problem Solving ●●●●●●●●
- Microsoft Word ●●●●●●●●
- Microsoft Exel ●●●●●●●●
- English Language ●●●●●●●●
- Canva ●●●●●●●●

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SERTIFIKAT

Diberikan kepada:

Mathilda Urzealla

*Atas partisipasinya sebagai Peserta
Pada acara webinar yang bertema "Basic Training K3 Umum Batch 1"
yang diselenggarakan pada tanggal 24 September 2022*

Dhimas Bagus

CEO Dentech Corporation

Khofifah Indah

Ketua Pelaksana



AKADEMI MINYAK DAN GAS BALONGAN
BALONGAN OIL AND GAS ACADEMY

Nama : MATHILDA URZEALLA
 Name
 Tempat dan Tanggal Lahir : Bekasi, 3 Agustus 1999
 Place and Date of Birth : Bekasi, August 3, 1999
 Nomor Induk Mahasiswa : 16010136
 Student Reg. No.
 Program Studi : Teknik Perminyakan
 Major : Petroleum Engineering
 Program Pendidikan : Diploma III
 Degree Program : Diploma III
 Indeks Prestasi Kumulatif : 3.15
 GPA
 Predikat : Sangat Memuaskan
 Grade : Very Satisfy
 Tahun Masuk : 2017
 Year of Entry : 2017
 Tahun Lulus : 21 November 2020
 Date of Graduation : November 21, 2020

NO NO	MATA KULIAH	COURSE	SKS Credit Hour	NILAI Grade	BOBOT Grade Point	JML CHXGP
1	AGAMA	Religion	2	A	4.0	8.0
2	APLIKASI KOMPUTER	Computer Application	3	C	2.0	6.0
3	BAHASA INGGRIS	English	2	A	4.0	8.0
4	FISIKA DASAR	Basic Physics	3	B	3.0	9.0
5	GAMBAR TEKNIK	Symbols, Techniques & Implementation Images (HAZOP)	2	B	3.0	6.0
6	GEOLOGI DASAR	Basic Geology	3	B	3.0	9.0
7	K3L UMUM	Occupational, Health, Safety and the Environmental	2	A	4.0	8.0
8	KIMIA DASAR 1	Basic Chemistry	3	B	3.0	9.0
9	MATEMATIKA TEKNIK	Math Techniques	3	B	3.0	9.0
10	OLAHRAGA	Exercise	2	B	3.0	6.0
11	PANCASILA DAN KEWARGANEGARAAN	Pancasila And Civilization	2	B	3.0	6.0
12	PENGANTAR TEKNIK PERMINYAKAN	Introduction to Petroleum Engineering	3	B	3.0	9.0
13	EKSPLORASI MIGAS	Oil And Gas Exploration	2	B	3.0	6.0
14	GEOLOGI MIGAS	Petroleum Geology	2	B	3.0	6.0
15	MEKANIKA FLUIDA	Fluid Mechanics	3	B	3.0	9.0
16	PERALATAN PEMBORAN DAN PRODUKSI	Drilling And Production Equipment	3	B	3.0	9.0
17	STATISTIK DASAR	Basic Statistics	3	B	3.0	9.0
18	TEKNIK PEMBORAN I	Drilling Technique 1	3	B	3.0	9.0
19	K3L MIGAS	HSE Oil And Gas	3	B	3.0	9.0
20	KIMIA FISIKA HIDROKARBON	Hydrocarbon Physical Chemistry	2	B	3.0	6.0
21	KOMPLESI DAN KERJA ULANG SUMUR	Cpletion And Well Workover	3	B	3.0	9.0
22	MATERIAL TEKNIK PERMINYAKAN	Petroleum Engineering Materials	2	B	3.0	6.0
23	MEKANIKA RESERVOIR	Reservoir Mechanics	3	B	3.0	9.0
24	TEKNIK PEMBORAN II	Drilling Technique 2	3	A	4.0	12.0
25	TEKNIK PRODUKSI I	Production Engineering 1	3	B	3.0	9.0
26	BAHASA INDONESIA	Indonesian	2	B	3.0	6.0
27	KEWIRAUSAHAAN DAN INOVASI	Entrepreneurship And Innovation	2	A	4.0	8.0
28	LOGGING SUMUR	Well Logging	3	B	3.0	9.0
29	MANAJEMEN INDUSTRI	Fundamentals of Management	2	A	4.0	8.0
30	PENGLOLAAN LAPANGAN MIGAS	Oil And Gas Field Management	3	B	3.0	9.0
31	PENILAIAN FORMASI	Formation Evaluation	3	A	4.0	12.0
32	STIMULASI SUMUR	Well Stimulation	3	B	3.0	9.0
33	TEKNIK EKSPLOITASI PANAS BUMI	Geothermal Exploitation Techniques	2	B	3.0	6.0
34	TEKNIK PEMBORAN LANJUT	Advanced Drilling Technique	3	B	3.0	9.0
35	TEKNIK PRODUKSI II	Production Engineering 2	3	B	3.0	9.0
36	TEKNIK RESERVOIR	Reservoir Engineering	3	B	3.0	9.0
37	UJI SUMUR	Well Testing	3	A	4.0	12.0
38	KERJA PRAKTEK	Internship	3	B	3.0	9.0
39	PENANGANAN PRODUKSI PERMUKAAN	Surface Handling Production	3	B	3.0	9.0
40	PENGENDALIAN SUMUR	Well Control	2	C	2.0	4.0
41	PENGOLAHAN DAN TRANSPORTASI MIGAS	Oil And Gas Processing And Transportation	2	A	4.0	8.0
42	PENINGKATAN PEROLEHAN MINYAK	Enhanced Oil Recovery	2	A	4.0	8.0
43	TEKNIK EKSPLOITASI GAS BUMI	Gas Exploitation Engineering	2	B	3.0	6.0
44	TUGAS AKHIR	Final Assignment	6	B	3.0	9.0
	TOTAL SKS	TOTAL CREDITS	117			369.0

Indeks Prestasi Kumulatif :

Grade Point Average

3.15

Judul Laporan Tugas Akhir :

Final Assignment Title

Analisa Penggunaan Polimer Pada Metode EOR Untuk Peningkatan Produksi Minyak Di PPPTMGB "Lernigas"

Indramayu, 3 Desember 2020

Direktur / Director



Dr. H. H. MANIFAH HANAYANI, MT



AKAMIGAS BALONGAN

AKADEMI MINYAK DAN GAS BALONGAN
SURAT KEPUTUSAN MENTERI PENDIDIKAN NASIONAL NO : 167/D/O/2002
BALONGAN OIL AND GAS ACADEMY
DECREE OF MINISTRY OF NATIONAL EDUCATION NO : 167/D/O/2002



- Memberikan Ijazah Kepada
This Certificate is awarded to
- Tempat dan Tanggal Lahir : Bekasi, 3 Agustus 1999
Place and Date of Birth
- Nomor Induk Mahasiswa : 16010136
St. Reg. No.
- Program Pendidikan : Diploma III
Degree Program
- Program Studi : Diploma III
Program Studi
- Major : Petroleum Engineering
Major
- Status : TERAKREDITASI B Berdasarkan SK BAN-PT No. 2159/SK/BAN-PT/Akred/Dip-I/III/VI/2019
accreditation Status
- Tahun Masuk : ACCREDITED "B" BY BAN-PT DEGREE No. 2159/SK/BAN-PT/Akred/Dip-I/III/VI/2019
Year of Entry
- Tanggal Lahir : 2017
Date of Birth
- Tanggal Lulus : 21 November 2020
Date of Graduation
- : November 21, 2020

Ijazah ini diterbitkan setelah yang bersangkutan memenuhi semua persyaratan dan kepadanya ditimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya serta berhak memakai Gelar Akademik : Ahli Madya (A.Md) Teknik Perminyakan
This certificate is given after the above mentioned person has fulfilled all the requirements and to him/her is given all the authorities and rights related to the certificate he/she has received and is entitled to use Academic Degree : Associate Degree in Petroleum Engineering

Direktur Akamigas Balongan
Director of Akamigas Balongan



Indramayu, 3 Desember 2020
Wakil Direktur Bidang Akademik
Deputy Director Academic Affairs

dr. Rhen Hertiyani

Ir. Hj. Hanifah Handayani, M.T

PT. GLOBAL MEDIK PERSADA

Jl. Raya Kebon Jeruk No. 26, Kebon Jeruk, Jakarta Barat, 11530
T : +62 21 508 997 10, Service Call : +62 813 10000 887, www.glomeda.co.id

CERTIFICATE OF EMPLOYMENT

SURAT KETERANGAN KERJA
No.0067/REFLET-HRD/GMP/II/2022

THIS IS TO CERTIFY THAT

Dengan ini menerangkan bahwa

NAME : MATHILDA URZEALLA
Nama

Division : SALES - PRIVATE
Divisi

POSITION : BUSINESS EXECUTIVE
Jabatan

WORK LOCATION : JAKARTA
Lokasi Kerja


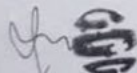
PERIOD OF SERVICE : 01 NOVEMBER 2021 s/d 18 Februari 2022
Masa Kerja

REASON FOR TERMINATION : Resign
Alasan Berhenti Mengundurkan Diri

We would like to take this opportunity to thank you for your past efforts and contribution to PT. GLOBAL MEDIK PERSADA and to wish you every success in the future.


Pada kesempatan ini kami mengucapkan terima kasih atas usaha dan dedikasi anda pada PT. GLOBAL MEDIK PERSADA, dan berharap semoga sukses di waktu yang akan datang.

Jakarta, 18 Februari 2022
PT. GLOBAL MEDIK PERSADA



GLOMEDA

SETIA RINI
Sr. HR & GA Manager



Mathilda U