



# PINKY LIVINIA

## PROFILE

I am a Document Controller with administration, reporting, analytical thinking, problem solving, and presentation skills. Handles tasks with accuracy and efficiency.

## HOW TO REACH ME

🏠 Cibitung, Kab. Bekasi  
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🌐 @pinkylvn

## SKILLS

### Personal Skill

- Presentation
- Administration
- Problem Solving
- Communication
- Leadership

### Software Skill

- Microsoft Word, PowerPoint, Outlook
- Microsoft Excel (Pivot Table, Vlookup, Hlookup, etc)
- Tableau
- MySQL

### English Skill

- TOEFL : 490

## ORGANIZATION EXPERIENCE

### Fiber Optic Laboratory

- Lab Assistant (2014-2015)
  - Create practicum modul & schedule
  - Coordinate, teaching students, and evaluate the practicum activities

### Badan Pengawas Mahasiswa

- Secretary (2014)

## EDUCATION

### Telkom University (2016-2019)

Telecommunication Engineering (S1)  
GPA : 3,51

### Telkom University (2012-2015)

Telecommunication Engineering (D3)  
GPA : 3,61

## WORK EXPERIENCE

### PT. Huawei Tech Investment (2020 - 2021)

Document Control

- Review, modification, and submission of Bill of Quantity & Acceptance Test Procedure documents
- Create daily and weekly document progress report
- Checking project plan date and create pending project report
- Communicate the standards of material installation with supervisor and business partner
- communicate status of document submission to customer
- Prepare a PPT for weekly report presentation

### PT. Smartfren Telecom, Tbk (2015 - 2016)

Call Center

- Answering incoming calls, provide product and service information to customers
- Research, identify, and resolve customer complaints using applicable software
- Providing solutions to costumers
- Identify and escalate issues to supervisors

## TRAINING & SEMINAR

### As a Participant

- 3G Drivetest & Basic RF Optimization Training Workshop (2014)
- Bootcamp Teknisi Instalasi Fiber Optik (2014)

### As a Trainer

- Fiber Optic Communication System and VoIP Training (2014)
- FTTH Drafter Training (2014)
- Optical Fiber Training (2014)
- Ubuntu Training for Vocational High School Students (2012)