

RESUME



PERSONAL PARTICULARS

Name : Hartono Ardhijanto Sunanto
Address : Kupang Jaya 1 no. 39, Surabaya - 60189
Telephone : +62-813 3003 9050 (cell)
Email : thenewlife09@gmail.com@gmail.com
Date of Birth : August 18, 1992
Sex : Male
Citizenship : Indonesian
Interests : Drone Flying, Tech Enthusiast and Tinkering
Availability : 1-month notice

EDUCATION / QUALIFICATION

2022	Apple Academy Developer Cohort 2022	Certificate of Completion Apple Developer Academy 2022
2011 – 2016	School of Creative Industry Information Technology – Information and Multimedia Technology GPA 2,94	Bachelor of Science in Information Technology
2008 – 2011	Senior High School – SMAKr. Dharma Mulya Surabaya (Department of Science)	Ijazah SMA
2005 – 2008	Junior High School – SMPK Angelus Custos 1 Surabaya	Ijazah SMP
2002 – 2005	Grade 4 – 6 Elementary School – SDK SDK St. Vicentius 2 Surabaya	Ijazah SD
2000 – 2002	Grade 3 – 4 Elementary School – Essington Christian School Sydney	-
1998 – 2000	Grade 1 – 2 Elementary School Lakemba Public School Sydney	-

EXPERIENCE / WORK HISTORY

The Software Practice Pte Ltd (January 2023 – Present)

Position: Quality Assurance Engineer

Responsibilities as Software Tester:

- Create test scenario for each SRS document
- Test and verify all applications have worked flawlessly as required and document it.
- Report any bug found to the team to be handled
- Give any suggestion regarding UI/UX in the project

Wowrack Technologies Inc. (July 2022 – Jan 2023)

Position: Information Security Manager

Responsibilities as Information Security Manager:

- Check and revise all company SOP and Policies to comply to ISO 27001 standards
- Check all report and evidence related to Information Security
- Point of Contact on Compliance matter
- As the head of Internal Audit Coordinator
- Review all Audit (Internal and External) report and Findings
- Verify that Non Conformity report has been executed as ISO 27001 needs

Apple Academy Developer UC (March 2022 - December 2023)

Position: Apple Developer Participant

Responsibilities as Tech Enthusiast:

- Analyze on what to solutions that can be done with CBL methodologies
- Learn and implement Agile development in projects
- Learn to code with swift
- Learn to collaborate with a team as a Developer, Project Manager and UX.
- Share knowledge within team to improve together.
- Contribute to develop app “Super Duckling” in the app store
- Contribute apps non published Cooksteps, Weekepo, Coez and NanoChal1

Wowrack Technologies Inc. (July 2016 – Present)

Position: Software Tester & Internal Auditor & Document Master

Responsibilities as Software Tester:

- Create SRS document for an app and/or a feature
- Create test scenario for each SRS document
- Test and verify all applications has worked flawlessly as required and document it.
- Create a user manual for each application and/or feature.
- Create the automated testing for applications

Responsibilities as Internal Audit Coordinator:

- Create and manage Internal Audit Program
- Check that all Internal Audit Checklist and Findings are relevant
- Point of contact with external Auditor

Responsibilities as Document Master:

- To create and finalize SOPs and related documents
- Maintain and update SOPs and any other documents
- Keep track of all documents for ISO compliances

Responsibilities as ISO 27001 Internal Auditor:

- To assist Internal Auditor Coordinator to create and maintain Internal Audit programs
- To assist and verify all managers on creating checklists and Corrective Action Forms

- Keep track of Corporate records are up to ISO standards.

Responsibilities as Jr. System Analyst:

- Streamline any not effective Business Process and update or create SOP with Director

Responsibilities as Inventory:

- Create budgeting for any Purchase
- Create Purchase Order to Finance Team for Purchasing as required by (specification, dimension, etc.)
- Keep Track of all Internal IT Hardware
- Contact various vendors for any needs.
- Search and make connection with new vendors
- Maintaining good connections with vendors.

Responsibilities as Internal IT Support:

- Build and Install new PC for new Staff
- Troubleshooting OS, Application, Hardware, and Network
- Maintaining PCs

Responsibilities as Software Tester:

- Find bugs that is found on staging app and live app
- Coordinate with Project Manager and Developers on fixes
- if possible create a solution on problems

Accomplishment:

- Completing Apple Developer Academy Cohort 2022
- Create multiple SOPs for Document Control and various Business Process
- ISO 27001 Document Controller
- Certification ISO 27001 Internal Auditor
- Internal Audit Coordinator
- Experience with budgeting for any purchase
- Experience with negotiations for price, availability and delivery with multiple vendors and third parties.
- Experience at handling a variety of different problems in Staff PC problems.

SKILLS AND ABILITIES

- Fluent in English and Bahasa Indonesia
- Programing using Swift, MySQL, Java
- Basic Operating System Administration and Networking
- Using Katalon Studio for automated Testing
- Computer skills – MS Office, MS Excel, MS Power Point, MS Visio, Computer Build and Installation, PC and Server Hardware Replacement and Maintenance, Power and Network Cabling, etc.
- Reliable, hard working, committed and a go-getter
- Good customer service skills
- Very organized and meticulous / disciplined
- ISO 27001 Internal Auditor

CERTIFICATIONS

- Apple Developer Academy 2022

- ISO 27001 certified Internal Auditor
- AAJI Agency License Certificate, Surabaya 2015
- “Penyaji Makalah” at SNAPTI Universitas Ciputra, Surabaya 2016