

# Curriculum Vitae



## PERSONAL

Name : Ikhwanul Huda  
Place, Date of Birth : Surabaya, 19 November 1977  
Gender / Marital Status : Male / Married  
Nationalty : Indonesian  
Address : Jl. Rawa Simprug No 10, Grogol Selatan, Kebayoran Lama, JKT  
Phone / e-mail : 0812 9818 5711 / [ikhwanulhuda77@gmail.com](mailto:ikhwanulhuda77@gmail.com)  
Education : Bachelor, Faculty Adab and Humanities State Islamic University

(UIN Jakarta), Majoring History and Islamic Civilization,  
graduated in 2002

Last Position : Procurement Assistant

## Working Experience

### I. Penabulu Foundation

Juni 2019 – now: Procurement Assistant

#### Job description :

- Assist in conducting relevant market researches for procurement bid list
- Assist in preparing the bidding document (and request for proposal) and launch bids
- Assist in providing procurement advice to project partners
- Assist in conducting (participate in) evaluation and write evaluation reports
- Assist in managing the award
- Assist in assuming the responsibilities for contract management and contract administration, and conduct/participate in acceptance committees
- File and keep soft and hard copies of all procurement documents
- Any other duties assigned

### II. Natawarna Advertising

November 2014 – Juni 2019: Assistant General Manager

#### Job description :

- Assist GM in all his work.
- Develop communication with client.
- Maintenance network (local agency advertising in national level)
- Maintenance database out home media (OOH) in national level.

### III. Greenpeace Indonesia

September 2013 – August 2014: Assistant Safety & Security Officer

#### Job description :

- Assist SS Officer in all his work.

- Assist all foreign staff for safety & security when duty in GP Indonesia office.
- Make sure to all staff to arrange their Security Plan when they'r field trip or duty out of office.

#### **IV. Penabulu Foundation**

2009 – 2013 : Officer Capacity Building Program.

##### **Job description :**

- Supporting and organize of regular event Penabulu, such as seminar, training and workshop.
- Collecting and make copy for all event materials
- Arranging the budget activities of seminar, training, workshop, etc
- Develop communication with trainers and manage training materials that will be presented
- Arranging and coordinating logistics of meetings, training events, workshops and fieldwork, including travel arrangements
- Filling supply and equipments needs for the team and their work
- Make financial reports activities, such as seminar, training and workshop
- Make activity reports to be uploaded on the web penabulu, [www.penabulu.or.id](http://www.penabulu.or.id) or [www.penabulu.org](http://www.penabulu.org)
- Moderator Milist Penabulu, [neopenabulu.googlegroups.com](http://neopenabulu.googlegroups.com)
- Moderator Milist List KeuanganLSM, [keuanganlsm.googlegroups.com](http://keuanganlsm.googlegroups.com)
- Moderator Milist PFR Mitra HIVOS, [pfrmitrahivos.googlegroups.com](http://pfrmitrahivos.googlegroups.com)
- Moderator Milist Resources Mobilization, [resources-mobilization@googlegroups.com](mailto:resources-mobilization@googlegroups.com)
- Admin Facebook Fan Page Penabulu
- Other administrative tasks as needed

#### **V. Tempo Institute**

Mei 2008 – Februari 2009 : Event Organizer

##### **Job description :**

- Supporting and organize of seminar, training, and workshop materials
- Develop communication with trainers and manage training materials that will be presented
- Arranging and coordinating logistics of meetings, training events, workshops and fieldwork, including travel arrangements
- Coordinating and cooperating with the TEMPO magazines and newspapers to advertise Tempo Institute activities.

#### **VI. Wahana Lingkungan Hidup Indonesia (WALHI)**

2004 – 2005 : Team Desk Disaster (Tsunami Aceh)

2005 – 2006 : Team Direct Dialogue Public Fundraising (PFR)

##### **Job description :**

- Get person interested to donation their money to Public Fundraising WALHI
- With other team PFR mobile to street, door to door, mall to mall, to get donation from public

#### **VII. Aliansi Masyarakat Adat Nusantara (AMAN)**

2003, 2007, 2012, 2017 : Coordinator Team Transit (Transportation) “Kongres Masyarakat Adat Nusantara” in Lombok, Pontianak, Tobelo, and Medan

**Job description :**

- Make transit system from villages all participants to the congress location
- Get basic fare information from bus, ship, and aircraft transportation to make system transit and to make budget Transit
- Ensure all participants can arrive and get home safely during the congress


Reference:

- Longgena Ginting (Ex Director Greenpeace Indonesia)  
email: longgena [ginting@gmail.com](mailto:ginting@gmail.com)
- Eko K. Komara (Executive Director Penabulu Foundation),  
email: [eko@penabulu.or.id](mailto:eko@penabulu.or.id), [ekomarako@gmail.com](mailto:ekomarako@gmail.com)
- Mardiyah Chamim (Executive Director Tempo Institute),  
email: [mardiyah@mail.tempo.co.id](mailto:mardiyah@mail.tempo.co.id), [mardiyah\\_z@yahoo.com](mailto:mardiyah_z@yahoo.com)

I hereby certify that the above information is correct.

Jakarta, July 14, 2020

Sincerely Yours,

  
**Ikhwanul Huda**