



OCI HENDRA SATRIA

SUMMARY

As a archivist working on archival authenticity, I have responsibility is to ensure the genuineness of the records you are managing. This involves a range of tasks, including appraising records to determine their value and authenticity, creating and maintaining accurate records management systems, and implementing appropriate security measures to protect records from loss, damage, or alteration.

CONTACT:

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WORK EXPERIENCE

National Archive of The Republic of Indonesia | Jakarta
March 2021 to Present

As an archivist in the Directorate of Preservation is placed in the archive Laboratory & Authentication work team which has responsibility for testing archival infrastructure and facilities as well as proving archive authentication through physical testing and information.

National Archive of The Republic of Indonesia | Jakarta
March 2014 to 2021

Responsible to managing records of Organizational, Human Resources and Legal Department, including creating and maintaining records and files, both electronically and in hard copy.

SKILLS:

- Records & Archival System Management
- Cloud System Engineering awareness
- Human Resources Competency Management

EDUCATION

Bachelor of Social Science : Mass Communication
UNIVERSITY OF INDONESIA, 2007 - 2010

Diploma : Documentation & Information Management
UNIVERSITY OF INDONESIA, 2004 - 2007

OTHER

- Certified of Cloud Enginnering by Ministry of Communication of Republic of Indonesia (2019)

- Certified of Training of Trainer by Training Centre of National Archive of The Republic Indonesia (2019)
