

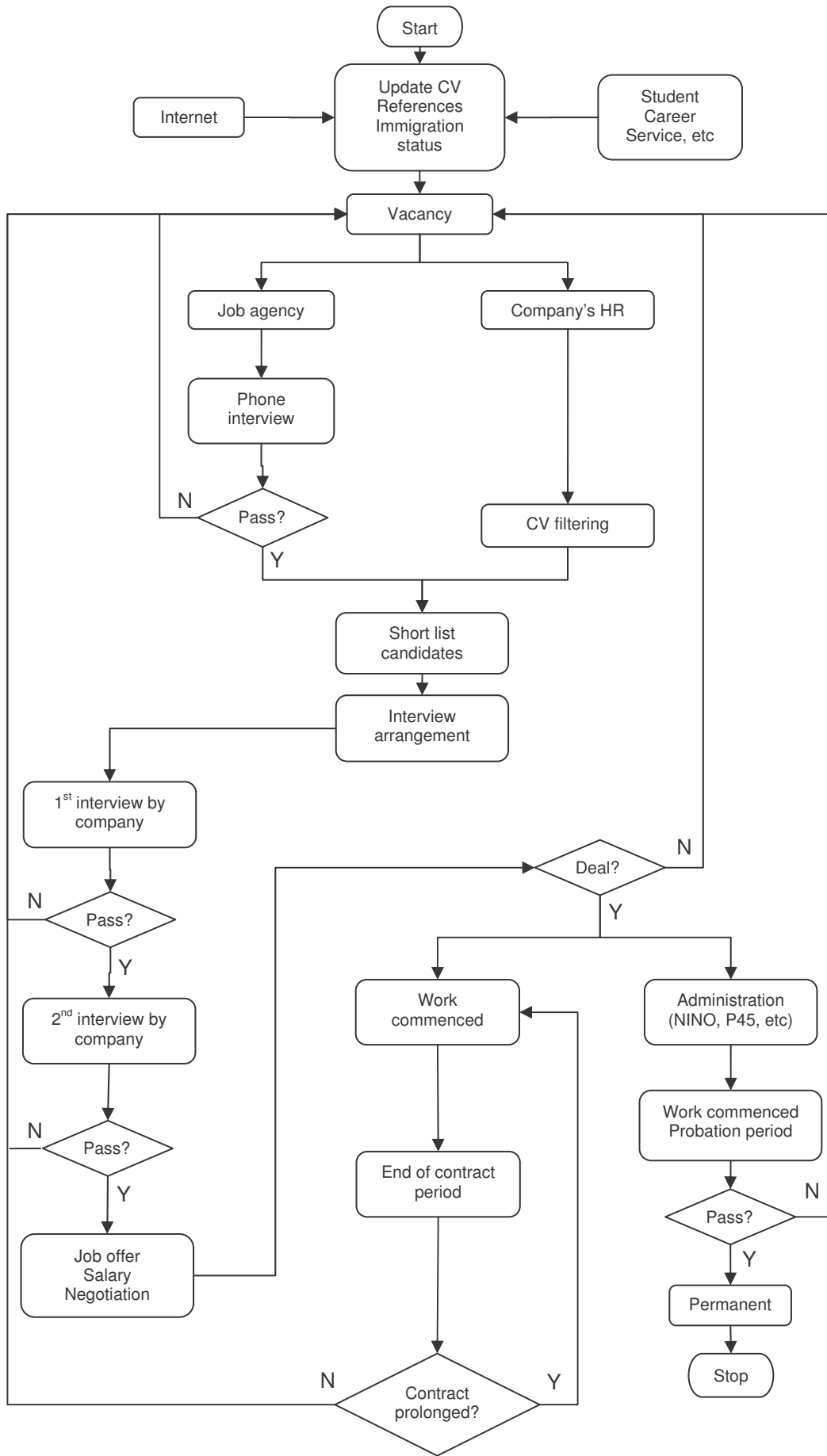
TIPS DAN CARA MELAMAR KERJA DI UK

Based on experience

Updated: August 2009

Contact: [indromeo2004 at yahoo dot com](mailto:indromeo2004@yahoo.com)

FLOWCHART



NAMA PANGGILAN

Nama Lengkap Anda • Eligible to live and work in the UK
 5 alamat Road • nama kota • CBXX XXX
 Cellphone: 0772 XXXX XXX • email: XXXX@yahoo.co.uk

PROFILE

A Six-Sigma Black Belt and Quality Management Professional with over 6 years of proven delivery capability in the international precision electronics manufacturing environment, certified through XXX Six-Sigma training scheme. Able to operate at all levels within a Six Sigma team, from Green Belt practitioner to acting as trainer and mentor as a Black Belt. Well versed with using six-sigma methodology for process improvement and control.

Practical knowledge of XXXX, applicable to modern business practises. Highly numerate and well versed in streaming complex information in decision support. Fast to learn new challenging systems with a strong foundation of diverse formal education.

Self motivated and achievement orientated with strong leadership and analytical skills. Able to work as part of team but happy to lead. Multi-lingual and socially aware with enhanced interpersonal skills gained in the international business environment, enabling quick integration within your organisation delivering measurable results early.

CAREER AND ACHIEVEMENTS

NAMA PERUSAHAAN, Kota, United Kingdom

Posisi jabatan

02/XX – present

NAMA PERUSAHAAN, Kota, United Kingdom

Posisi jabatan

08/XX – 01/XX

- Investigate quality issue related to product, supplier, process, customer.
- Lead job performance of quality technicians and analyst technicians.
- Monitor yield and process performance, control potential quality issue.
- Communicate effectively with maintenance, production and management team.
- Evaluate the performance of a team of technician's, develop technician's skill.
- Quality project leader to execute continuous improvement projects with multi-departmental involvement to reduce scrap cost and increase yield.

NAMA PERUSAHAAN, Indonesia

Posisi jabatan, Quality Management Department

04/XX – 08/XX

Reporting daily to Head of Quality Management Department. Controlled Quality Management System and daily activities of division affecting the quality policy of company.

- Supervised ISO 9001 and 14000 implementation, maintained dual certifications applicable across division.
- Devised standard control and quality documentation framework, and supervised its development, ensuring a consistent approach was taken to develop a manageable, flexible business centric quality system was in place.
- Managed department's day to day operations, instigated quality improvement events, developed QC programs, organized quality meeting, and controlled departmental costs and quality data.

NAMA PERUSAHAAN, Indonesia

Posisi jabatan, Quality Planning Department

03/XX – 03/XX

Responsible for implementation of Quality Policy across company, reporting Quality Management performance reviews directly to board. Acted as a Deputy for QC Manager, prioritising improvement initiatives for a department of over XXX QC staff. Supervised ISO 9001 compliance, including standard and procedure control, lead Internal and External Audits, and provided training and guidance as a Six Sigma Black Belt.

- Tailored existing QC systems, directing multi-departmental team to ensure company systems met strict ISO standards. Gained ISO 9001 accreditation for company with minimal disruption to internal systems, on an aggressive fast track programme.
- Developed full internal and external audit programme. Trained audit personnel and improved efficiency of tools used ensuring transparency of reporting which enabled prioritisation and early resolution of non-conformities.
- Championed roll out of second phase of companies Six Sigma initiative. Ensuring immediate buy in to improvement programme by staff at all levels with XX% of employees White-Belt certified and XX% Green-Belt certified.

Posisi jabatan, Quality Engineering Department

07/XX – 02/XX

Reporting directly to Quality Control Supervisor, worked closely with third party intermediate component assembly companies as leader of QC team. Investigated defective components and analysed supply chain to ensure improved product reliability to ultimate end customers; XXXX and XXX Electronics.

- Instigated a cohesive inter-company quality improvement programme, using six sigma techniques to identify problems and regulate improvements across manufacturing chain by reducing defect rate of one key

component from XXXppm to XXppm in tight time scale.

- Developed an integrated product role out programme across supply chain, leading a team of five QC engineers to monitor and control implementation across multiple suppliers' sites. Reduced start-up costs by XXX% on fast track programme as initial component failure was XX% less than expected.
- Mentored intermediate suppliers providing practical assistance in identification and resolution of problems arising from incorrect handling of fragile components, by reducing user complaints from XXX to XX.

CONTINUED PROFESSIONAL DEVELOPMENT

• Leading & Managing Manufacture Team	XXXX, Sunderland, United Kingdom	20XX
• Short Electronics Training	XXXX University, Scotland	20XX
• Assertiveness, Appraisal, Presentation	XXXX Washington, United Kingdom	20XX
• Automatic Optical Inspection course	XXXX, Skipton, United Kingdom	20XX
• XXX Language Course	XXXX University, XXX	20XX
• XXX Language Course	XXXX, Indonesia	20XX
• TOEFL English Course	XXXX, Jakarta, Indonesia	20XX
• Leadership Training	XXXX, South Korea	20XX
• Six Sigma – Black Belt Course & cert.	XXXX, Seoul, South Korea	20XX
• Six Sigma – Green Belt Course & cert.	XXXX, Indonesia	20XX
• Six Sigma – White Belt Course & cert.	XXXX, Indonesia	20XX

SKILLS

- Fluent Social and Business English, Indonesian, XXX and XXX
- Working Knowledge of Social and Business XXX
- Basic Social XXX, XXX and XXX
- Most Microsoft packages, statistic Minitab & SPSS, Arc-Viewer, Stella-modelling, SAP, AOI-Cyberoptics

EDUCATION AND QUALIFICATIONS

NAMA UNIVERSITAS, Kota, United Kingdom **09/XX – 07/XX**

Course:	Masters in XXXXX (<i>Joined Erasmus Mundus Programme - European Commission</i>)
Qualification:	Masters of Science (MSc), Distinction / 2:1 / 2:2 (cantumkan salah satu)
Main subject areas:	Environmental technology, green industry, society-environmental interaction, EU environmental law and policy, economics, pollution control, renewable energy, sustainable development, environmental strategy in public and private sectors, waste management, statistics.
Academic Awards:	Awarded Full Scholarship

NAMA UNIVERSITAS, Kota, Indonesia **08/XX – 03/XX**

Course:	Industrial Engineering
Qualification:	BSc, GPA XXX of 4.00
Main subject areas:	Industrial management, manufacturing processes, factory design, project design, business finance, project management, statistical application for industry.
Academic Awards:	Outstanding academic achievement

NAMA UNIVERSITAS, Kota, Indonesia **08/XX – 06/XX**

Course:	Nuclear Physics
Qualification:	HND equivalent, GPA XXX of 4.00
Main subject areas:	Nuclear engineering, radiation protection devices, nuclear electronic instrumentation, mechanical and electrical, reactor control, radioactive materials handling.
Academic Awards:	Government Sponsored Full Scholarship award

POSITION OF RESPONSIBILITIES HELD

- Mentor of Six Sigma projects
- Quality Engineer and QMS professional

INTERESTS (OPTIONAL)

Reading. Travelling. Movies. Photography. XXXXXXXX.

REFERENCES

References are available upon request

CONTOH 1

Dears,

Please find enclosed a copy of my curriculum vitae for your attention.
I would welcome the opportunity to discuss with you how my ability could be utilized with your organization.

Yours faithfully,
XXX

Phone: 0161 XXX XXX
Cellphone: 0772 XXX XXX

CONTOH 2

Dear Miss XXX,

Answering your ad in totaljobs site, please find enclosed a copy of my curriculum vitae for your attention.

I would welcome the opportunity to discuss with you how my knowledge and ability could be utilized with your client's organization.

Yours faithfully,
XXXX

Phone: 0161 XXX XXX
Cellphone: 0772 XXX XXX

CONTOH INFORMASI TAMBAHAN

IMMIGRATION STATUS

	Type of stay	Requirements	Expired	
Current	Student Visa	0030XXXXX	31/10/20XX	
Plan	IGS International Graduate Scheme http://www.workingintheuk.gov.uk/ <i>Grants the right to work in the UK for 1 year. At any time during this 1 year period, able to switch to work permit, HSMP, Business, Innovator or student visa without having to leave the UK.</i>	<ul style="list-style-type: none"> • Started from • Degree • Intend to work for 12 months • Scholarship sponsor • Fee XXX GBP • Evidence of finance or letter from sponsor 	May 1, 20XX 01/11/20XX ~ 31/10/20XX	Yes Yes Yes Yes Yes
	Tier1 (75 point) First : 2 years Second : 3 years	<ul style="list-style-type: none"> • Age • Education • <i>Earnings (minimal)</i> • UK experience • Language • Other TOTAL POINTS	XXX Master XX K GBP 1 year IELTS First 01/11/20XX ~ 31/10/20XX Second 01/11/20XX ~ 31/10/20XX	X point X point XX X point Pass XX point
	Tier2 Please refer to Home Office website			
	Residence Permit	UK resident		Permanent

Please refer to Home Office website for the most up-to-date requirements

REFERENCES

Name: Prof XXXX	Name: XXXX
Address:	Address:
XXX	XXX
THE UNIVERSITY OF XXX	NAMA PERUSAHAAN SEBELUMNYA
Tel No: +44 (0)161 XXXX	Tel No: xxx
Email: xxx@xxx	Email: xxx@xxx
Occupation: xxxx	Occupation: xxxxx

Job Opportunity Details

Reference: QS00XXX
Title: XXXXXXXX
Location: XXX, Kota
Salary: £XXX
Website: <http://www.xxxxx>
Contact Person: xxxxx
01XX xxxxx
xxxxx@xxxxxxxx.co.uk

Description:

Your role as a XXXX will involve contributing to the development and continual improvement of the Quality Management System Development and Manufacturing processes and procedures.

Other duties within this role will include:

- Delivering quality compliance training to relevant members of staff.
- Undertaking internal and external auditing and tracking of corrective and preventive actions.
- Ensuring that goods in requirements are met and work with suppliers to assure their consistent performance and delivery.

Skills:

- Sound understanding of Quality systems and there management
- Thorough understanding of ISO 13485
- Acquaintance with regulators such as FDA
- Trained auditor
- Six Sigma knowledge
- Able to produce concise reports
- Highly competent with Microsoft Excel

Personal Attributes:

- Highly self motivated
- Confident communicator at all levels
- Team player
- Well organised

Education:

- A minimum of degree in an Engineering discipline
- Full Driving License preferred

Experience:

- A minimum of four years experience in a similar role within the medical device industry, ideally with two separate companies
- Use of various inspection techniques
- Working to and maintaining accreditation with a notified body, such as, BSI
- Experience of working within quality systems essential, e.g. ISO 13485 and ISO 9001

NAMA

Alamat
Manchester
M13 XXX

18 August 2009XX

Dear Mr XXX,

Thank you for sending us your Curriculum Vitae.

We confirm that we have received your details and are dealing with your application at present. We will contact you before forwarding any information on to our clients.

In the meantime we would be grateful if you would inform us of relevant changes in your circumstances.




Please feel free to contact us concerning these or any other matters quoting the number 0006XXXX.

Assuring you of our best attention at all times.

Yours sincerely,

XXXX
XXXXX

XXXX
XXX, Cheshire
M33 XXX

 0845 XXXX
 0845 XXXX
 www.XXXX

Dear XXXXX,

You're one step closer to the job of your dreams – you've been invited to interview for the role of Senior Quality Engineer, with XXXXXX (uk) Ltd.

Date: 24/12/20XX
Time: 10:00 AM

Address: XXXXX
XXXXX

Interviewer(s): XXX (European HR Director) and XXX (xxxx Manager)

The interview is your chance to shine and show them exactly why you're the right person for the job. You need to make the most of what's on your CV and make it clear how your experience so far makes you the ideal candidate to join their team. When they ask about your technical expertise, tell them about how you've used it and the times it's made a difference. And don't forget to give examples of where you've excelled or where your achievements stood out.

In today's job market personality counts almost as much as technical expertise, so be enthusiastic, be positive and let the real you shine through. This isn't the time to be modest, so if you've done something impressive, don't keep it to yourself.

You'll find out more about the job at the interview, but it's always wise to know about the company before the big day – so check out their website: www.XXXX.co.uk

You can plan your journey at www.rac.co.uk or www.theaa.com. All you need to do is type in the postcode or address you'll be leaving from, and the client's address details.

As per government regulations, don't forget to take either your passport or your photo ID drivers licence. If you don't have either, then your birth certificate's fine.

You also need to take your national insurance card or an official document with your NI number on it.

Any questions or doubts? Call me and we can talk things through.

Good luck. And don't forget to let me know how things went as soon as you can.

Kind regards,

XXXXXX

Some general interview tips and techniques follow:

The type of information you might want to research: nature of the business, number of people, revenue of company, revenue forecast, number/location of offices, general dedication to career development. If you are asked to talk about a specific project, a good way of approaching this might be to talk about the overall business aim of the project, then talk about your role in the overall project and then cover the scope/size of your role.

Never say something in an interview which can't be backed up by examples. If you say you are a 'good team player', 'creative' or 'enthusiastic' you will inevitably be asked for proof.

Be positive. Don't overly criticize your current employer. Generally, every time you talk about a problem or issue you should always be looking to say what your involvement was in overcoming this issue.

Sell yourself. Try to avoid giving clichéd answers to interview questions (it is likely your interviewer has heard these responses more than you care to imagine).

Use examples from your own experience, give your opinion.

GENERAL ADVICE:

- Why do you want to work for us?
- Why do you want to leave your current employer?
- What is the most difficult thing that you have done in your current position?
- What attributes make someone a good?
- What are your most significant accomplishments?
- As a manager, what do you look for when you recruit people?
- How would your team describe you?
- Describe your personality
- What are your goals?
- What are your three main strengths/weaknesses?
- Where do you see yourself in 5 years?

EXAMPLES OF SOME QUESTIONS YOU MIGHT WANT TO ASK:

- Why has the position become vacant?
- How will the position evolve in x years time?
- What opportunities are there for training/career development?
- Do you have an appraisal system?
- What could I expect to do in the first 6 months?
- Describe the corporate culture
- At the end of the interview and after

Ask how you did. **ASK HOW YOU COMPARED AGAINST THE OTHER** candidates been interviewed. Reaffirm your interest in the role. Ask what the next stage is and when you can expect to hear. Ask how many other candidates are being interviewed for the role.

CONTOH FORM PENGGAANTIAN BIAYA WAWANCARA

To all shortlisted candidates:

If you are travelling over 60 miles in total to attend interview, XXXX Ltd will reimburse you with any reasonable expenses incurred. The mileage rate we pay is XXp per mile. If you qualify for this, please investigate whether it would be more economical to travel by rail or to come by car and select the lowest price option.

Please keep all receipts and record the car's CC and mileage and/or other expenses on the form below and bring it with you to interview. The recruiter will then arrange for a cheque to be processed and posted on to you at your home address.

If it is necessary for you to travel a very long distance to interview, we will consider paying overnight accommodation and/or flights. In such instances, prior approval from us will be needed, so please telephone XXXX on 01XXXXXXX or XXX on 01XXXXXX. If approved, we will advise on how to proceed in terms of making flight reservations. For hotel reservations, these will be made for you in company approved establishments and appropriate confirmation sent to you. In all circumstances you are expected to pay the initial cost of your travel to and from interview and claim reimbursement on this form.

Details of expenses:

(Please attach all receipts to this form)

Name:	XXXXXXXXXX	
Address to send cheque:		
Vacancy Ref No. & Job Title:	XXXXXXXXXXXX	
Date & Location of Interview:	XXXXXXXXXXXX	
Costs for Travel by Air or Rail:		
Car CC & Total Mileage for journey:	Car CC =	Total mileage =
Accommodation Costs:	-	
Total expense claim:		

Signature:..... Date.....

Please hand this form in at interview or post to:

XXXXXXXXXX

TS17 XXXX

GONTOK SURAT PANGGILAN WAWANCARA KEDUA DARI AGEN

Dear Ms XXXX,

I am **pleased to confirm your second interview with XXXX Limited on Tuesday XXX at 2.00 pm.**
You will be meeting with XXX as well as:

XXX – CEO

XXX – VP Operations

XXX – Quality Engineer

XXX – Office Manager

Your interview will be similar to your last one so just do what you did then and you will be fine.

Your interview will take place as before – see address below.

If you have any questions please give me a call or drop me an email otherwise I will call you.

Thanks

XXXXX

Other useful link

http://www.wikihost.org/w/indosoc_gm/bekerja_di_manchester/

Vacancies

<http://www.totaljobs.com/>

<http://www.monster.co.uk/>

Recruitment agencies

<http://www.jamrecruitment.co.uk/>

<http://www.huxley.com/>

<http://www.jonlee.co.uk/>

<http://www.reed.co.uk>

<http://www.uklug.co.uk>

Consultancies

<http://www.catalystconsulting.co.uk/view.aspx?ID=3>

<http://www.environment-agency.gov.uk/>
