

# MUCHDLIR ZAUHARIY

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**EDUCATION**      **UNIVERSITAS INDONESIA**      Depok, Indonesia  
Bachelor of Economics (Valedictorian & Cum Laude), Accounting (GPA 3.51/4.00)      July 2010  
Dean's List 2010, Faculty of Engineering

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**EXPERIENCES**      **CITIASIA, INC.**      Jakarta, Indonesia  
**Citiasia Institute Lead Consultant**      July 2015 – now

- Lead team of 4 people.
- Fully responsible for the development of Citiasia Institute as new business unit for training provider, both public and in house. It includes the basic concept, market segmentation, partnership possibilities, financial target and future development.
- Coordinated the execution of training both in-house and public training.
- Managed the project management organization of Indonesia Smart Nation Award (ISNA) 2015 & 2016. ISNA is event of Citiasia Consulting. This event gives award for local governments (city, regency and province), which commit and successfully implement smart region development concept.

**UNDP-BP REDD+ (REDD+ AGENCY OF INDONESIA)**      Jakarta, Indonesia  
**Consultant**      June 2014 – June 2015

- Developed BP REDD+'s (Badan Pengelola (Reduction of Emission from Deforestation & Land Degradation) SOPs and organizational processes from all across 4 deputies including the pilot implementation of several SOPs in the area of human resources, document management and communication.
- Managed project management organization (PMO) of Technology, System & Monitoring Deputy. This deputy has 10+ projects being implemented.
- Developed REDD+ Actions Performance Indicators (RAPI) as KPIs of REDD+ Agency.
- Initiated and coordinated employee's Communities Development inside the agency such as Ladies Who Lunch, Running Community, Tennis Community, Futsal Community, Traveling & Photography Community, & Yoga Community.
- Assisted Marketing & Communication Team for Marcomm (Marketing & Communication) Planning, Strategy & Alignment.

**URENTUS MEDIA DIGITAL**      Jakarta, Indonesia  
**Chief Operating Officer**      January 2014 – May 2014

- Co-founder of the company who was responsible for day to day of company's operational activities.
- Developed the project timeline, monitoring and execution of company's business units: consulting & marketplace for heavy equipment rental.
- Developed the content material and documents of the company e.g. business proposal, presentation material and website contents.
- Assisted the development of company's policies, business process and procedures.
- Optimized the business opportunities by expanding network and stakeholder relation.

**OKIROBOX – JAPANESE HOT SNACK CHAINS**      Jakarta, Indonesia  
**Chief Executive Officer**      July 2013 – December 2013

- Lead company with 80+ employees.
- Monitored the company transition from family company into professional business/ company which include Human Resources, Business Insight & Intelligence, Operation, Marketing & Branding, Legal, Warehouse, Finance & Accounting, Audit, Procurement & Warehousing,

Business Units.

- Achieved all revenue targets for July-December 2013 period.
- Developed the company policies, SOP and business processes for all business units.
- Optimized the company's value by sustainably improve the human resources quality, innovate products & adjust the company in line with dynamic market.

**ACCENTURE**  
**Analyst, Business Process**

Jakarta, Indonesia  
August 2010 – May 2013

**National Bank - Customer & Retail Project: Nov 2012 – May 2013**

- Developed this bank's financial target projection and business case 2014-2016.
- Managed and monitoring the execution of bank reformation projects in IT, human resources, marketing etc. based on the completion criteria, target achieved and timeline.
- Developed the rearrangement/ re-baseline of pending/ late/ postponed reformation projects.
- Managed the project management organization of this project including but not limited to meeting arrangement, project timeline, human resources, project progress report and etc.

**Multinational Oil & Gas - Company Management System Project: Mar 2012 – Nov 2012**

- Developed the alignment between organization charter and process map within the company.
- Identified the battery limit/ organizational silo in terms of authority, roles and responsibility among business units of the company including related mitigation action development.
- Developed the common business processes (business processes applicable to all the company's business units) such as quality process, HSE plan & implementation process, procurement process, HSE communication process, HSE exemption & derogation process, regulatory compliance process, WP&B preparation process & etc.
- Developed company's level 1 business process that captures the whole company's processes.
- Developed the authority matrix of all company's business entities.
- Developed high-level directive documents of the company such as application of HSE principle, security management, quality management, exploration, appraisal & conceptual studies, general services & etc.

**Upstream Oil & Gas National Regulating Body – PMO Project: Nov 2010 – Jan 2012**

- Developed business process, job description and authority matrix of The Deputy of Planning (1 deputy, 4 divisions, 12 dinas & 37 sub-dinas).
- Maintained and monitored the changes of business process, job description, authority matrix and operational SOP during the project duration including related socialization and training.
- Conducted project management organization of this project including but not limited to meeting arrangement, project timeline, human resources arrangement, project progress report and etc.

**TRAININGS**

Core Analyst School, Accenture KL Center of Excellence (Kuala Lumpur, 2010)

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**AWARDS & CERTIFICATIONS**

Fakultas Ekonomi & Bisnis Universitas Indonesia (FEB UI) Award 2010 for Best Student Category  
Fakultas Ekonomi & Bisnis Universitas Indonesia (FEB UI) Award 2010 for Journalism Category  
1<sup>st</sup> Winner Mahasiswa Berprestasi Indonesia 2009 – Best Indonesia Varsity Student, Ministry of Education Republic of Indonesia  
Best Accounting Student Award 2007, Accounting Department FEB UI  
Young Leaders for Indonesia, McKinsey & Company 2010  
Head Delegate of Universitas Team for Harvard Model United Nation 2009

**ADDITIONAL**

Accenture Silver Medalist – Tennis at Accenture Olympics 2011  
Accenture Bronze Medalist – Badminton at Accenture Olympics 2010 & 2011  
Committee – Accenture Environment Community & Accenture Quarterly Magazine 2010  
Co-founder & Lead – Blacktrailers Traveling Community – <http://blacktrailers.org>  
Co-founder of PajakApp – Online Taxation Services – <http://pajakapp.com/landing/>  
Co-founder of Masjidku Digital Indonesia - <http://masjidku.id>  
Guest Speaker, 2016, Student Orientation Program FEB UI