



# GUNAWAN

## INSTRUKTUR TRAINER

### PROFILE

Perkenalkan nama saya Gunawan saya adalah seorang Trainer berpengalaman dibidang Housekeeping dll selama 12 tahun, saya mengawali karir dari nol yaitu cleaining service hingga sekarang saya menjadi seorang Trainer Housekeeping, saya terbiasa membawakan training baik soft skill maupun hard skill dan sudah lebih dari 200 gedung saya membawakan training luar kota maupun daerah dan sudah lebih 1000 orang saya berikan training baik cleaning baru maupun lama bahkan level pengawas seperti team leader - site manager saya berikan training dan saya memiliki sertiftkat pendukung lainnya.

### WORK EXPERIENCE

#### Founder Lembaga Training HSS

2023 - UNTIL NOW

#### Trainer Professional & Konsultan Training

- Trainer soft skill dan hard skill diantaranya :
- Membawakan basic housekeeping, training service excellent, communication skill, basic safety, Training RS dan Perhotelan, Public Speaking, Pemilahan sampah organik & non organik & Motivasi kerja
- Membuat Jadwal Training online / offline
- Mengisi kelas training kedalam kota / luar kota ketika diundang klien

#### Working at PT. Colliers International

2021 - 2023

#### Indonesia ( CII )

#### Konsultan Training

- Memberikan Training kepada Vendor seperti outsourcing
- Membuat Jadwal Training dalam setahun
- Memberikan solusi bagi para vendor untuk kebutuhan perihal training yang dibutuhkan oleh karyawan per divisi masing-masing

#### Working at PT. Catur Dharma Integritas ( CDI )

2020 - 2021

#### Instruktur Training & Quality Control

- Memberikan pelatihan untuk karyawan baru sebelum dikirim keproject dan memastikan karyawan baru mampu bekerja sesuai SOP
- Membuat jadwal training untuk semua project dan berkunjung sesuai jadwal yang telah dinbuat lalu memberikan training untuk karyawan baru maupun karyawan lama untuk melakukan refresh ulang
- Melakukan kunjunga all project untuk melakukan inspeksi lapangan yaitu memeriksa kebersihan apakah sudah standar sesuai dgn SOP.

#### Working at PT. Dana Purna Investama ( DPI )

2017- 2020

#### Trainer Housekeeping

- Memberikan training baik soft skill maupun hardskill kepa : spv, team leader dan cleaner
- Memastikan karyawan yang sudah diberikan training menjalankan prosedur kerja dengan baik
- Mengadakan kunjungan training ke beberapa cabang yang ada dikeluar kota
- Membuat jadwal training tahunan dan melakukan coaching, conseling serta mengevaluasi hasil dari training, coaching & counseling serta melaporkan ke kantor pusat
- Membuat anggaran training dan kebutuhan training dilapangan apa saja serta membuat planing training untuk all project

### CONTACT



0852-1991-5626



gunawanridwan1234@gmail.com



Gunawan Trainer



Mister Gunawan Trainer



Mister Gunawan



Cianjur, 29 Juni 1985

### EDUCATION

1992 - 2011

- SDN Karang Pawitan, Cianjur
- Junior High School Negeri 1, Cianjur
- Senior High School IPA, Bekasi
- S1 ( Management Ekonomi ) Jakarta

### COURSE & EDUCATION

- Computer course at School, Bekasi
- Englist Testing at School, Bekasi
- Leadership & Public Speacking

### SKILLS

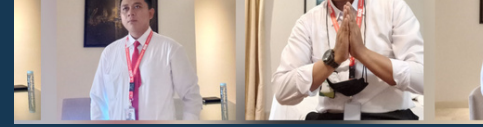
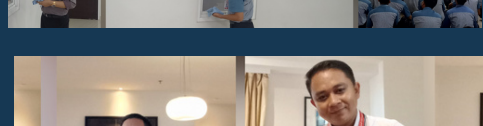
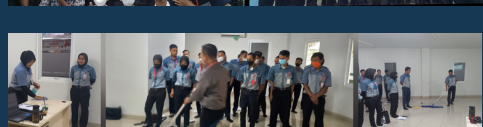
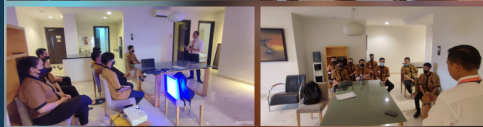
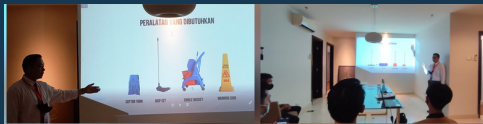
- Public Speacking
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Management Training
- Monitoring Public Area

### LANGUAGES

- English (Enough)
- Indonesia (Fluent)
- Sunda (Fluent)



## TRAINING CENTER LEADERSHIP



## Working at PT. Daya Prima Lestari ( DPL )

### Trainer housekeeping

2012 - 2017

- Mengawasi jalannya operasional berjalan dengan lancar dengan SOP tim dibawah seperti : team leader dan cleaner
- Memastikan kesediaan consumable tersedia setiap harinya seperti kebutuhan tissue dan chemical serta persediaan lainnya
- Mengadakan meeting mingguan dan bulanan dengan tim
- Koordinasi dengan tim HO ketika ada kendala dilapangan seperti misalnya persediaan tissue mau habis dll
- Memberikan training kepada cleaning & team leader
- Berkoordinasi dengan user melaporkan pekerjaan harian dan evaluasi setiap harinya apa saja yang menjadi kekurangan di hari itu

## Working at PT. Resik Cemerlang ( RC )

### Trainer Housekeeping

2010 - 2011

- Memberikan pelatihan untuk karyawan baru sebelum dikirim keproject dan memastikan karyawan baru mampu bekerja sesuai SOP
- Membuat jadwal training untuk semua project dan berkunjung sesuai jadwal yang telah dibuat lalu memberikan training untuk karyawan baru maupun karyawan lama untuk melakukan refresh ulang
- Melakukan penilaian kelulusan untuk karyawan baru sebelum dikirim ke setiap project dan memastikan karyawan tersebut layak.

## Working at PT. ISS Indonesia ( ISS )

### Team Leader

2005 - 2009

- Mengawasi jalannya operasional berjalan dengan lancar dengan SOP tim dibawah seperti cleaning service
- Memastikan kesediaan consumable tersedia setiap harinya seperti kebutuhan tissue dan chemical serta persediaan lainnya
- Melaksanakan briefing setiap pagi diawal shift dan diakhir shift
- Koordinasi dengan tim HO ketika ada kendala dilapangan seperti misalnya persediaan tissue mau habis dll
- Memberikan training kepada cleaning seminggu sekali
- Berkoordinasi dengan user melaporkan pekerjaan harian dan evaluasi setiap harinya apa saja yang menjadi kekurangan di hari itu

## TRAINING CERTIFICATE

- The Best Team Leader PT. ISS 2007
- Seminar Leadership for Supervisor PT. ISS 2009
- Trainer Of Trainer Media Group 2013
- Training Chemical Safety
- Certificate Of Competence LSP 2025
- Ahli K3 Muda BNSP 2018
- Public Speacking Skill 2022
- Certified Trainer Action 2023
- Certified Motivator 2023
- Certified Public Speaker 2023
- Certified Service Excellent & Communications skill PT. Adaka
- Servicecivrcertified of Trainining Level 3 PT. Heccons
- Certificate Training Trainer Of Trainer 2024
- CertificateTrainer of Trainer Level 4 BNSP





**PT. ISS INDONESIA**

# **Service Quality Leadership Committee**

menganugerahkan

**GUNAWAN**

**62724**

sebagai

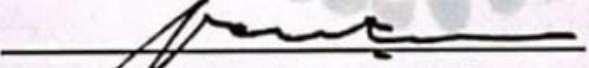
**Team Leader Terbaik**

**Januari - Maret 2007**

**SUZUKI TAMBUN R2**

**Semoga penghargaan ini dapat menjadi  
kenang-kenangan dan mendorong semangat kerja Anda.**

**11 April 2007**

  
**Houtman Simanjuntak**  
*President Director - Master Black Belt*



MEDIA GROUP

LEARNING CENTRE

# Certificate of Acknowledgement

No: LG-MG/168/IV/2013

*This is to certify that*

**Gunawan**

*attended the training session titled*

**Train the Trainer**

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Facilitated by Mr. Silvio Agustina Associate Trainer  
and conducted by Learning Centre-Media Group

Date : 25 26 February 2013

Acknowledge by,

  
C. 1985, V. 00000  
VP Corporate HRM

# CERTIFICATE OF TRAINING

This Certificate is awarded to

*Gunawan*

As Participant of Training Industrial Hygiene  
“Higiene Industri Muda (HIMu)”

Jakarta, February 12-15 2019



HUSNA ANWARI  
President Director



# Certificate Training Completion

CERT-WEB-EX-22.08.31-028

*This certificate is proudly presented to*

*Gunawan*

For attending the Professional Training entitled

**Public Speaking Skill  
for Supervisor & Manager**

on 31 August 2022, at Expert Club Indonesia (ECI)

Jakarta, 31 August 2022

**Bambang Eko Cahyo, ST, CERP, CSQB, CTQM, CLSMB**

CEO Yayasan Edukasi Citra Indonesia

Chairman, PT. ECI Bisnis Manajemen (Training & Consulting)



213/CTACT/ACTION/VII/2023

# CERTIFICATE

## OF COMPETENCY

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

*Gunawan*

Having satisfactorily completed the online course of study is herewith  
and henceforth recognized as

**CERTIFIED TRAINER ACTION ( CT.ACT )**

And has accepted professional standards, with all privileges and responsibilities  
therein, in witness whereof, the signature of the chairman  
of our executives is here affixed on this, which was held on 15<sup>th</sup> of July 2023

Pasuruan, 18<sup>th</sup> of July 2023

MOH. ANAS ARIFUDDIN,  
CH.C.Ht.CT.CM.CT.OSB

Director

More Information,  
Scan This Barcode





203/CMT/ACTION/VII/2023

# CERTIFICATE OF COMPETENCY

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

*Gunawan*

Having satisfactorily completed the online course of study is  
herewith and henceforth recognized as

**CERTIFIED MOTIVATOR (C.Mt)**

And has accepted professional standards, with all privileges and responsibilities  
therein, in witness whereof, the signature of the chairman  
of our executives is here affixed on this, which was held on 1<sup>st</sup> of July 2023

Pasuruan, 4<sup>th</sup> of July 2023

More Information, Scan This Barcode:

  
MOH. ANAS ARIFUDDIN,  
CH.C.Ht.CT.CM.CT.OSB  
Director



# Sertifikat



Training | Consulting | Coaching

Diberikan Kepada

**GUNAWAN**

Telah Mengikuti Training & Workshop

*Leadership di Era Digital.*

*Service Excellence & Communication Skill*



NANO SUMARNO, CT, CPS, CPEC, MGCP  
MASTER G COACH

# CERTIFICATE

## OF COMPETENCY



200/CPS/ACTION/VI/2023

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

*Gunawan*

Having satisfactorily completed the online course of study is herewith  
and henceforth recognized as

**CERTIFIED PUBLIC SPEAKER (C.PS)**

And has accepted professional standards, with all privileges and responsibilities  
therein, in witness whereof, the signature of the chairman  
of our executives is here affixed on this, which was held on 18<sup>th</sup> of June 2023

Malang, 20<sup>th</sup> of June 2023

Director

A handwritten signature in black ink over a red rectangular stamp that partially contains the word "ACTION".

MOH. ANAS ARIFUDDIN,  
CH,CHLCT,CM,CT,OSB

More Information, Scan This Barcode.





195/PSO/ACTION/VI/2023

# CERTIFICATE OF COMPETENCY

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

*Gunawan*

Having satisfactorily completed the online course of study is herewith  
and henceforth recognized as

## **EXCLUSIVE ACTION MEMBERSHIP PUBLIC SPEAKER**

And has accepted professional standards, with all privileges and responsibilities  
therein, in witness whereof, the signature of the chairman  
of our executives is here affixed on this, which was held on 3<sup>rd</sup> of June 2023

Malang, 4<sup>th</sup> of June 2023

MOH. ANAS ARIFUDDIN,  
CH.C.Ht.CT.CM.CT.OSB

Director

More Information, Scan This Barcode:



## CERTIFICATE TRAINING TRAINING OF TRAINER

No.059/CERT-TOT/HEC/VI/2024

Presented to :

*Gunawan*

For participation as a certification training with the topic  
"Training of Trainer" held by **HECCONS LEARNING & CONSULTING**,  
Surabaya 15 June 2024

Surabaya, 15 June 2024  
PT. HECCONS GLORI INDONESIA  
 **HECCONS**  
PT. HECCONS GLORI INDONESIA

Novianti Mokoginta, SP.d.,M.M  
Professional Trainer and  
Practitioner



## TRAINING CONTENT FOR TRAINING OF TRAINER

| No. | Training Content                                           |
|-----|------------------------------------------------------------|
| 1   | Basic Mentality for Trainers                               |
| 2   | Systematics of Presentation Training                       |
| 3   | Delivery Method & Supporting Equipment                     |
| 4   | External Barriers, Presenting Events, & Impromptu Speaking |
| 5   | Ice Breaking in Training                                   |
| 6   | Tips for Trainers                                          |

**SERTIFIKAT PELATIHAN**  
**CERTIFICATE OF TRAINING**

No.048/SERT-TOT-LV3/HEC/IX/2025

**PELATIHAN INSTRUKTUR LEVEL 3**  
**TRAINING OF TRAINERS LEVEL 3**

diberikan kepada :  
*presented to :*

*Gunawan*

Diselenggarakan oleh:  
*Held by :*

**HECCONS LEARNING & CONSULTING, 06 September 2025**

Berdasarkan KKNi No. 223 Tahun 2016

*Based on KKNi No. 223 in 2016*

**Surabaya, 06 September 2025**  
**PT. HECCONS GLORI INDONESIA**



**HECCONS**  
PT. HECCONS GLORI INDONESIA

**Novianti Mokoginta, SP.d.,M.M**  
Senior Presenter & Mentor Specialist



# E-CERTIFICATE OF COMPLETION



Dengan ini menerangkan bahwa:

## GUNAWAN



**BRETO INSTITUTE**

EDUCATION | TRAINING | MENTORING | COACHING | CONSULTING

No. 172.PBK-TOT.L4.BIB.10.2025



Yayasan Adiorita Daya Semesta  
No. AHU-0025892-AH.01.12 Tahun 2022 Tanggal 16 Agustus 2022  
No. Tanda Daftar Inkubator Kemendiknas : 20253201007

Telah mengikuti pelatihan **Training of Trainer (ToT)** Metodologi Pelatihan **SKEMA INSTRUKTUR PERTAMA (KKNI LEVEL 4)** dan mendapat predikat **CERTIFIED INSTRUKTUR (CI)** yang dilaksanakan secara daring pada tanggal 02-03 Oktober 2025



**Adi Sumarna, S.E., M.E.**  
Direktur BRETO INSTITUTE

### MATERI PELATIHAN BERBASIS KOMPETENSI INSTRUKTUR PERTAMA (KKNI LEVEL 4)

| No | Kode Unit       | Materi Unit Kompetensi                                                                    | JPL |
|----|-----------------|-------------------------------------------------------------------------------------------|-----|
| 1  | N.78SPS02.012.2 | Menyusun Program Pelatihan Kerja                                                          | 2   |
| 2  | N.78SPS02.019.2 | Merencanakan Penyajian Materi Pelatihan Kerja                                             | 2   |
| 3  | N.78SPS02.022.1 | Merencanakan Evaluasi Hasil Pembelajaran                                                  | 1   |
| 4  | N.78SPS02.028.2 | Melaksanakan Pelatihan Tatap Muka (Face To Face)                                          | 1   |
| 5  | N.78SPS02.035.1 | Menerapkan K3 di Lembaga Pelatihan Kerja                                                  | 1   |
| 6  | N.78SPS02.038.1 | Mengelola Pemenuhan Persyaratan Bahasa, Literasi, Dan Berhitung Dalam Proses Pembelajaran | 1   |
| 7  | N.78SPS02.075.1 | Menilai Kemajuan Kompetensi Peserta Pelatihan Secara Individu                             | 2   |
| 8  | N.78SPS02.010.2 | Menentukan Kebutuhan Pelatihan Individu                                                   | 2   |
| 9  | N.78SPS02.021.2 | Merancang Media Pembelajaran                                                              | 2   |
| 10 | N.78SPS02.029.2 | Melaksanakan Pelatihan Jarak Jauh (Distance Learning)                                     | 1   |
| 11 | N.78SPS02.039.2 | Mengelola Bahan Pelatihan Kerja                                                           | 1   |
| 12 | N.78SPS02.040.2 | Mengelola Media Pelatihan Kerja                                                           | 1   |
| 13 | N.78SPS02.041.2 | Mengelola Peralatan Pelatihan Kerja                                                       | 1   |
| 14 | N.78SPS02.055.1 | Menerapkan Prinsip-Prinsip Dasar Produktivitas                                            | 2   |
| 15 | -               | Tugas Mandiri                                                                             | 4   |

Master Trainer

Mulyasaroh, S.E.

CATATAN : 1 JPL SETARA DENGAN 45 MENIT JUMLAH 24

