

ANISA MUTIARA DEWI

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PROFESSIONAL SUMMARY

Result-oriented Architectural Engineering graduate with over 5 years of comprehensive experience in retail construction, tenant fit-out supervision, and facility management. Proven track record in supervising the end-to-end fit-out process for over 500 tenants across a diverse range of space sizes and retail types, including major multinational corporations and prominent beauty, retail, and consumer goods groups. Highly skilled in design review (architectural, civil, M&E), contractor coordination, vendor performance monitoring, and strict enforcement of safety and mall operational standards. Strong analytical thinker adept at cross-departmental coordination to ensure projects are delivered seamlessly and on schedule.

WORK EXPERIENCES

Fit Out and Facility Supervisor

Sep 2024 - Present

AEON MALL Indonesia - Sentul, Bogor

- Review and monitor tenant fit-out submissions and on-site implementation to ensure compliance with mall standards and regulations.
- Coordinate tenant handover, defect rectification, and process tenant requests related to fit-out works.
- Supervise mall renovation and improvement projects, including coordination with contractors, consultants, and internal stakeholders.
- Monitor facility maintenance activities and vendor performance to ensure service quality and operational standards.
- Support day-to-day facility operations, including engineering, utilities, and building maintenance coordination.
- Act as a technical liaison between the facility team and other departments to ensure smooth coordination and issue resolution.
- Support in administrative and reporting tasks related to fit-out and facility operations.
- Conduct incident/accident investigations and report recommended actions to management.

Tenant Fit Out Supervisor

Feb 2023 - Sep 2024

PT. Harapan Bintang Dunia (Wisteria Group) - Cikarang, Bekasi

- Develop and maintain applicable Fit Out policies and procedures.
- Review, evaluate and supervise design proposals and fit out works from tenant concept to mall concept, fit-out guidelines and mall safety standards.
- Manage and review tenant designs and coordinate with technical standards and construction procedures covering architecture, civil and M/E, and ensure proper implementation.
- Advise, assist and ensure fit-out work is in accordance with the approved design proposal, and ensure contractor work is always within safety standards.
- Coordinate with the Main Contractor regarding the readiness and completeness of facilities for each tenant unit before being handed over to the tenant.
- Coordinate with Operational Team regarding administrative requirements that must be met before and after the unit operates.
- Accompany and assist the Leasing Team to technically represent the facilities of the mall to prospective tenants.
- Make progress reports for each tenant to relevant stakeholders.

Site Manager (Project Based)

Oct 2022 - Nov 2022

PT. Barotech Solusi Mandiri - Kendari, Sulawesi Tenggara

- Lead the project team and ensure the project is completed on target.
- Compile project reports to management.
- Monitor and review project activities.
- Monitor work carried out by subcontractors.
- Ensure all deadlines are met.
- Identify project risks and implement plans to resolve issues.
- Ensure material supply is met to fulfill daily work targets.

In-House Architect

Jul 2022 - Jan 2023

PT. Barotech Solusi Mandiri - Cileungsi, Bogor

- Create design simulations in the form of 2D/3D visualization.
- Calculate RAB and RAP.
- Adjusting work items on BoQ with Scope of Work.
- Creating Time Schedule.
- Supervise and coordinate with the team on site so that the work is in accordance with the time schedule and RAP.
- Create progress reports for billing documents.
- Contribute to all internal projects (ex: Head Office Redesign).

Account Executive

Mar 2019 - Mar 2022

PT. Realindo Hersinterprop (Realcomms) - Pasar Minggu, South Jakarta

- Plan and prepare project design, material, and schedule with client's Visual Merchandiser/Store Designer Team.
- Make estimates of material costs, manpower and delivery and installation in accordance with the design, material and schedule that has been agreed with the client.
- Manage and supervise the project timeline starting from the production process (production design, laser cutting, assembling, printing, finishing), delivery and installation.
- Manage and supervise the project cost in accordance with the estimate.
- Make production progress report to the client.
- Coordination with the owner or store manager regarding work permit/installation and set up clear up timeline.
- Make road letters, work permits for the internal installation team.
- Documenting the installation process from start to finish.
- Collecting installation documentation and road letters to be used as billing documents.

EDUCATION

S1 Architectural Engineering

2015 - 2019

Universitas Gunadarma - Pondok Cina, Depok

SKILLS

Design & Engineering: AutoCAD, SketchUp, Revit, Illustrator, Photoshop

Software: Microsoft Office (Word, Excel, PowerPoint)

Project Management: Microsoft Project, planning & scheduling, cost estimation

Soft Skills: Problem solving, detail-oriented, analytical thinking, team coordination

Construction: fit-out supervision, facility operations, vendor performance monitoring, quality control, site management

Languages: Indonesian (Native), English (Fluent)