

# CURRICULUM VITAE

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Place & Date of Birth : Medan, 25 June 1990  
Nationality : Indonesian  
Gender : Male



## EDUCATION

2015-2017 : University of Pembangunan Panca Budi Medan. Specialization in Management  
2009-2011 : Tourism Academy of Medan. Specialization in Planning and Marketing Management of Tourism.  
2006-2008 : Vocational High School 7 Medan. Tourism Department.  
2003-2005 : Junior High School 31 Medan.  
1997-2002 : Budi Murni 2 Medan

## SKILLS

Operate Ms.Office (Ms.Word, Excel, Powerpoint) well, have good command in English (spoken and written), good communicate with other people, administration, data entry, budgeting, negotiation skill.

## Professional Work Experience

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| March 2019 – now | Suluh Insan Lestari Foundation, Jakarta Selatan<br><b>Position: HRD Assistant &amp; Finance support</b> <ol style="list-style-type: none"><li>1. Responsible for payroll and BPJS Ketenagakerjaan &amp; Kesehatan,</li><li>2. Employee compensation and benefit</li><li>3. Make a work contract</li><li>4. Make domestic and international travel arrangements</li></ol> |
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|                               | <ol style="list-style-type: none"> <li>5. Manage employee database system</li> <li>6. Handle termination process according to employment procedures</li> <li>7. Make payroll systems more effective online by working with vendors.</li> <li>8. Organization development</li> <li>9. Developing and implementing employee strategies and initiatives.</li> </ol> <p>10. Finance role : Handle project budget, make financial reconciliation, income tax, finance controller.</p> <ul style="list-style-type: none"> <li>● Program Organisasi Penggerak by Ministry of Education, Culture, Research, and Technology (2021 - present) : make a budget, prepare a balance sheet, make payment, budget controlling</li> <li>● Program INOVASI - Innovation for Indonesia's School Children Australia Indonesia Partnership (March 2019 - December 2019) : budget controlling, make bank reconciliation, financial report, fund usage report, make payment.</li> </ul> |
| December 2012 - March 2018    | <p>PT. Sinar Sosro, Tanjung Morawa - North Sumatera</p> <p><b>Position : Administrasi Merchandising</b></p> <p><b>Job description :</b></p> <ol style="list-style-type: none"> <li>1. Arrange team task area</li> <li>2. Auditing</li> <li>3. Merchandising</li> <li>4. Administration</li> <li>5. Make purchase requisition</li> <li>6. Make budget submission form &amp; annual budget plan</li> </ol>  |
| November 2011 – November 2012 | <p>Santika Premiere Dyandra Hotel and Convention, Medan - North Sumatera</p> <p><b>Position : HRD Staff</b></p> <p><b>Job Description :</b></p> <ol style="list-style-type: none"> <li>1. Employee recruitment</li> <li>2. Staff training</li> <li>3. Make payment for casual worker salary</li> <li>4. Manage employee database system</li> <li>5. Helping HRD Manager to process incentive, monitor working area such as security team, parking area, etc.</li> </ol>   |

## Workshops and Other Activities

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| June 2021             | Risk Assessment Management Training by SIL International                                     |
| March, May 2021       | BPJS Ketenagakerjaan online socialization  |
| June - September 2020 | Participatory Methods for Engaging Communities (Online Facilitation) by SIL International    |
| March 2019            | Human Resources Training by One Certified Human Resources Professional - Atmajaya University |