



JOHAN VARIAN

WORKING EXPERIENCES

- **PT. Mitsui Leasing Capital Indonesia (December 2019 - Present)**
 - **General Affairs Development Coordinator (April 2023 - Present)**
 - **General Affairs Development Officer (December 2019 - April 2023)**
 - Create & develop SOP (flowchart) in General Affairs
 - Control the implementation of the SOP;
 - Control and do analysis of monthly report from HRGA branch offices;
 - Provide data for Tableau
 - Create system modification planning for internal system;
 - Deliver training material in new employee orientation;
 - Conduct asset recording (stock taking) of Fixed and Small Assets;
 - Vendor data management;
 - Organize event/ training for internal division
- **Camaraderie Training and Camp (2016-present)**
Training Facilitator
 - Prepare and deliver training material;
 - Arrange training agenda;
 - Prepare training equipment and stuffs.

CERTIFICATE

- Leadership 101: Employee Engagement & Productivity (2023)
- GA Bootcamp: Be A Professional GA (2023)
- General Health Specialist (Ahli K3 Umum) (2022)
- Basic of Electrical Safety (2021)
- Training Strategic Sourcing & Vendor Management (2021)
- How to Manage Company Cost Effectively and Efficiently (2021)
- Presenter at Yearly Linguistic Conference (2020)

COMMITTEE EXPERIENCES

- Equipment & Documentation Team of Financial Literacy in PT. Mitsui Leasing Capital Indonesia (2021)
- Steering committee of live-in in GKI Gading Indah (2017)
- Equipment coordinator of English Festival in Atma Jaya Catholic University (2017)

CONTACT DETAILS

Mobile: 0878-8248-5709

E-mail: johanvariank@gmail.com

Domicile: Kelapa Gading, Jakarta Utara

ACADEMIC PROFILE

Bachelor of English Language and Education,
Atma Jaya Catholic University of Indonesia
(2015-2019)

GPA: 3.43

TOEFL PBT Score: 523

SKILLS

- Leadership and Teamwork skills
- Problem Solving skills
- Adaptive skills
- Communication skills
- Data Analytic skills
- Computer skills

ORGANIZATIONAL EXPERIENCES

- **Music Ministry GKI Gading Indah (2018-Present)**

Mentor of Sunday Service Music Team

- Provide coaching to Sunday Service music teams and arrange the performance schedule

Creative & Content Support Team

- Develop content for social media and learning activity of Teenagers Music Team

- **Teen Ministry GKI Gading Indah (2016-2018)**

Coordinator of Devotion Management Team

- To organize and execute teenagers Sunday Service



PT. MITSUI LEASING CAPITAL INDONESIA

HEAD OFFICE : PLAZA BANK INDEX, 11TH FLOOR, SUITE 1106, JL. M.H. THAMRIN KAV. 57, JAKARTA 10350 - INDONESIA
TEL : (021) 3903238 (HUNTING), FAX : (021) 3903245, 3903246, 3903275
BRANCH OFFICES : JABODETABEK - GATOT SUBROTO, KELAPA GADING, PONDOK INDAH, SERPONG, ABDUL MUIS, BEKASI
SEMARANG - SURABAYA - BANDUNG - YOGYAKARTA - MEDAN - PALEMBANG - DENPASAR - BALIKPAPAN

SURAT KEPUTUSAN

No. : 212/HR/III/2023
Perihal : Penetapan Golongan, Pangkat, dan Posisi

Kepada Yth.,
Bapak/Ibu Johan Varian. K ✓

Bersama ini Perusahaan menetapkan golongan, pangkat, dan posisi saudara sebagai berikut:

Nama	: Johan Varian. K ✓
NIK	: 1826 ✓
Golongan / Pangkat	: 3 / Officer 2 ✓
Posisi	: Acting General Affairs Development Coordinator ✓
Cabang	: Head Office ✓

Surat Keputusan ini berlaku sejak tanggal 03 April 2023 ✓

Jakarta, 02 April 2023



PT. MITSUI LEASING CAPITAL INDONESIA

Kristian Ong
Direktur

UNIVERSITAS KATOLIK INDONESIA
ATMA JAYA

Nomor Keputusan Pendirian Perguruan Tinggi / University Constitutional Document Number:
Akte Notaris No. 3 tanggal 1 Juni 1960 / Notarial Deed No. 3 dated 1 June 1960 & No. 17/B.S.T/P/62 tanggal / dated 21 Januari / January 1963

menyatakan bahwa / hereby certifies that

JOHAN VARIAN

Lahir di Jakarta, 06 Agustus 1997 / Born in Jakarta on August 06, 1997

Nomor Induk Mahasiswa / Student Identity Number: 2015031038

telah menyelesaikan studi dan memenuhi segala syarat pendidikan **Sarjana**
has completed the studies and fulfilled all academic requirements for the Bachelor's Degree

pada Program Studi / in the Program of Study

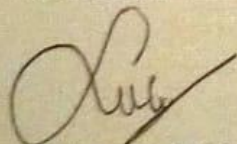
Pendidikan Bahasa Inggris / English Language Education

Fakultas Pendidikan dan Bahasa / Faculty of Education and Language

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan,
dan kepada yang bersangkutan dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya,
serta berhak menyandang gelar akademik **Sarjana Pendidikan (S.Pd.)** setelah dinyatakan lulus pada 01 Agustus 2019.

*This Diploma is conferred after the students have fulfilled all the academic requirements, and to them are bestowed
all the rights, honors, and privileges appertaining, including the rights to hold the Bachelor of Education (S.Pd.)
after they were declared to have passed all the required exams on August 01, 2019.*

Dekan / Dean

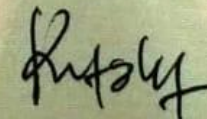


Dr. Luciana, M.Ed.



Jakarta, 21 Agustus / August 2019

Rektor / Rector



Dr. A. Prasetyantoko

TRANSKRIP AKADEMIK ACADEMIC TRANSCRIPT

Nama / Name	: JOHAN VARIAN	Tanggal Lulus / Date of Graduation	: 01 Agustus / August 2019
N.I.M. / Student Identity Number	: 2015031038	Tanggal Ijazah diterbitkan / Date of Diploma Issuance	: 21 Agustus / August 2019
Tempat / Tanggal Lahir / Place & Date of Birth	: Jakarta, 06 Agustus / August 1997	Nomor Transkrip Akademik / Academic Transcript Number	: M0301-2758/UAJ-59031/08/2019
Program Pendidikan / Program of Education	: Sarjana / Undergraduate / Bachelor's Degree	Nomor Ijazah nasional / National Diploma Number	: 882032019000431
Fakultas / Faculty	: Pendidikan dan Bahasa / Education and Language	IPK / CGPA	: 3.43
Program Studi / Program of Study	: Pendidikan Bahasa Inggris / English Language Education	Total Kredit / Total Credits Earned	: 144 sks / SCUs
Nomor Keputusan Pendirian Perguruan Tinggi / University Constitutional Document Number	: Akte Notaris No. 3 tanggal 1 Juni 1960 / Notarial Deed No. 3 dated 1 June 1960	Predikat Kelulusan / Graduation Predicate	: Sangat Memuaskan / Excellent
	& No. 17/B.S.T/P/62 tanggal / dated 21 Januari / January 1963		

Judul Skripsi / Title of Undergraduate Thesis
Perbedaan Gender Terhadap Sistem Motivasi Diri Dalam Pembelajaran Bahasa Inggris: Sebuah Studi Kasus
Gender Differences in L2 Motivational Self System: A Case Study

Kode Code	Mata Kuliah Course Title	K	C	N	G	Kode Code	Mata Kuliah Course Title	K	C	N	G
AGA 110	AGAMA KATOLIK / RELIGION: CATHOLIC	2	A-			KIW 310	PROSE / PROSE	2			A
KIP 442	TRANSLATION AND INTERPRETING / TRANSLATION AND INTERPRETING	2	A			KIW 401	SEMINAR ON ENGLISH / SEMINAR ON ENGLISH	4			B+
KIW 101	STRUCTURE I / STRUCTURE I	4	A-			KIW 403	DRAJAT / DRAMA	2			B
KIW 102	STRUCTURE II / STRUCTURE II	4	A-			KIW 404	INDONESIAN STRUCTURE / INDONESIAN STRUCTURE	2			A
KIW 103	PRONUNCIATION PRACTICE I / PRONUNCIATION PRACTICE I	2	A-			KIW 498	NON-THESIS (SCIENTIFIC WRITING) / NON-THESIS (SCIENTIFIC WRITING)	4			B+
KIW 104	PRONUNCIATION PRACTICE II / PRONUNCIATION PRACTICE II	2	A-			KSW 216	TEFL I FOR SSL / TEFL I FOR SSL	4			B
KIW 105	VOCABULARY I / VOCABULARY I	2	A-			KSW 212	TEFL II FOR SSL / TEFL II FOR SSL	4			B-
KIW 106	VOCABULARY II / VOCABULARY II	2	B-			KSW 309	CURRICULUM & MAT. DEV. FOR SSL / CURRICULUM & MAT. DEV. FOR SSL	4			A-
KIW 107	LISTENING I / LISTENING I	2	A			KSW 311	LANGUAGE TESTING FOR SSL / LANGUAGE TESTING FOR SSL	4			A
KIW 108	LISTENING II / LISTENING II	2	A-			KSW 312	MICRO TEACHING FOR SSL / MICRO TEACHING FOR SSL	4			B+
KIW 109	SPEAKING I / SPEAKING I	4	B+			KSW 405	TEACHING PRACTICUM AT SECONDARY SCHOOL / TEACHING PRACTICUM AT SECONDARY SCHOOL	4			A-
KIW 110	SPEAKING II / SPEAKING II	4	B			PAN 100	PANCASILA / NATIONAL IDEOLOGY	2			A
KIW 111	READING I / READING I	2	A			UAJ 160	LOGIKA / LOGICS	2			B+
KIW 112	READING II / READING II	2	A-			WAR 130	KEWARGANEGARAAN / CIVIC EDUCATION	2			B-
KIW 113	WRITING I / WRITING I	2	A-								
KIW 114	WRITING II / WRITING II	2	B								
KIW 116	PENGANTAR PENDIDIKAN / INTRODUCTION TO EDUCATION	2	B								
KIW 201	STRUCTURE III / STRUCTURE III	4	B								
KIW 202	STRUCTURE IV / STRUCTURE IV	4	A								
KIW 203	SPEAKING III / SPEAKING III	4	B+								
KIW 204	SPEAKING IV / SPEAKING IV	4	B+								
KIW 205	INTENSIVE READING I / INTENSIVE READING I	2	C+								
KIW 206	INTENSIVE READING II / INTENSIVE READING II	2	A-								
KIW 207	INTRODUCTION TO LINGUISTICS / INTRODUCTION TO LINGUISTICS	4	A								
KIW 208	WRITING III / WRITING III	4	A-								
KIW 209	TEACHING APPROACHES / TEACHING APPROACHES	2	B-								
KIW 211	CLASSROOM INTERACTION / CLASSROOM INTERACTION	4	B								
KIW 213	PERKEMBANGAN PESERTA DIDIK / STUDENT DEVELOPMENT	2	B								
KIW 301	ACADEMIC WRITING / ACADEMIC WRITING	4	B-								
KIW 302	RESEARCH METHODS IN ENGLISH / RESEARCH METHODS IN ENGLISH	4	A-								
KIW 303	INTRODUCTION TO LITERATURE / INTRODUCTION TO LITERATURE	2	B+								
KIW 304	MEDIA & ICT FOR TEACHING / MEDIA & ICT FOR TEACHING	4	A								
KIW 305	CROSS CULTURAL UNDERSTANDING / CROSS CULTURAL UNDERSTANDING	2	A-								
KIW 306	PENILAIAN PEMBELAJARAN / LEARNING ASSESSMENT	2	B								
KIW 307	ANALISIS KESULITAN BELAJAR / LEARNING PROBLEM ANALYSIS	2	B+								
KIW 308	ETIKA PROFESI PENDIDIK / THE ETHICS OF TEACHING PROFESSION	2	A								

Predikat Kelulusan / Graduation Predicate
3,51 - 4,00 Dengan Pujian / Cum Laude
3,01 - 3,50 Sangat Memuaskan / Excellent
2,76 - 3,00 Memuaskan / Satisfactory
2,00 - 2,75



Jakarta, 14 September / September 2019
Dekan / Dean

Prof. Dr. M. Ed.

• Address: Jl. Jenderal Sudirman 51, Jakarta Selatan 12930, Indonesia

• Telephone: +62 21 5703306

• Fax: +62 21 5708811

• Website: <http://www.atmajaya>



Offered by PT Dasindo Media

This certifies that

JOHAN VARIAN

from Mitsui Leasing Capital Indonesia, PT

has attended the

Leadership 101 : Employee Engagement & Productivity

at Gd. Plaza Bank Index, Jakarta on **May 23rd, 2023**

A handwritten signature in black ink, appearing to read 'Stephen O. Siregar'.

Stephen O. Siregar

Director

Dale Carnegie Training® Indonesia



Certificate Number:
0353/MLGAB0311/2023

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

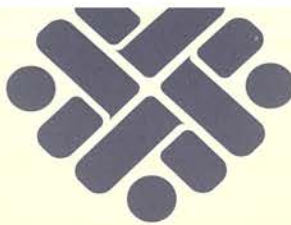
Johan Varian

For successfully completed the workshop on:

**GA BOOTCAMP
BE A PROFESSIONAL GA**

PT Mitsui Leasing Capital Indonesia
Sentul, 11th – 12th March 2023

Cakrajono Lawoto
Director of Learning & Development



KEMENTERIAN KETENAGAKERJAAN REPUBLIK INDONESIA
MINISTRY OF MANPOWER OF THE REPUBLIC OF INDONESIA
DIREKTORAT JENDERAL PEMBINAAN PENGAWASAN KETENAGAKERJAAN DAN
KESELAMATAN DAN KESEHATAN KERJA
DIRECTORATE GENERAL OF LABOUR INSPECTION DEVELOPMENT AND OCCUPATIONAL SAFETY AND HEALTH

Sertifikat

Certificate

NOMOR 5/0855170123/AS.01.03/I/2023

Diberikan Kepada :

This is to certify that :

N a m a : JOHAN VARIAN K
name
Tempat, tanggal lahir : Jakarta, 06 Agustus 1997
Place, date of birth
Perusahaan/Instansi : PT Mitsui Leasing Capital Indonesia
company/institution

TELAH MENGIKUTI

Has successfully attended

PEMBINAAN PENGAWASAN NORMA KESELAMATAN DAN KESEHATAN KERJA (K3)

The Supervision Development of Occupational Safety and Health Norms

Diselenggarakan oleh

Held by

PT Phitagoras Global Duta

Tanggal 19 September - 01 Oktober 2022

On September 19 until October 01, 2022

Pemegang Sertifikat ini memenuhi persyaratan sebagai

The holder of this certificate qualifies the requirements as

Calon Ahli Keselamatan dan Kesehatan Kerja

Occupational Safety and Health expert candidate

sesuai Peraturan Menteri Tenaga Kerja R.I. Nomor Per. 02/Men/1992 tentang Tata Cara
Penunjukan, Kewajiban dan Wewenang Ahli Keselamatan dan Kesehatan Kerja
*According to the Regulation of the Minister of Manpower of the Republic of Indonesia Number Per.02/Men/1992 concerning the
Procedures of Appointment, Obligations and Authority of Occupational Safety and Health Expert*

Jakarta, 17 Januari 2023

Jakarta, January 17, 2023

a.n. Direktur Jenderal

Pembinaan Pengawasan Ketenagakerjaan dan K3,

On Behalf of Director General of Labour Inspection Development and Occupational Safety and Health,

Direktur Bina Kelembagaan K3,

Director of Occupational Safety and Health Institutional Development,



Hery Sutanto, S.T., M.M.

NIP 19710922 199703 1 002



KEMENTERIAN KETENAGAKERJAAN RI

KEPUTUSAN MENTERI KETENAGAKERJAAN REPUBLIK INDONESIA

NOMOR 5 / 1007 / AS.01.03 / I / 2023

TENTANG

PENUNJUKAN AHLI KESELAMATAN DAN KESEHATAN KERJA UMUM

MENTERI KETENAGAKERJAAN REPUBLIK INDONESIA,

Menimbang

- a. bahwa untuk meningkatkan perlindungan tenaga kerja dan membantu pelaksanaan pengawasan ketenagakerjaan, khususnya dalam pelaksanaan Norma K3 di tempat kerja, maka dipandang perlu adanya tenaga Ahli Keselamatan dan Kesehatan Kerja yang memiliki keahlian khusus di bidangnya;
- b. bahwa berdasarkan hasil penilaian syarat administrasi dan kemampuan teknis keselamatan dan kesehatan kerja terhadap **JOHAN VARIAN K**, maka sesuai peraturan perundang-undangan perlu diberikan penunjukan sebagai tenaga Ahli Keselamatan dan Kesehatan Kerja bidang Umum;
- c. bahwa untuk itu ditetapkan dengan Keputusan Menteri.

Mengingat

1. Undang-Undang Nomor 1 Tahun 1970 tentang Keselamatan Kerja;
2. Peraturan Menteri Tenaga Kerja Republik Indonesia Nomor Per.04/MEN/1987 tentang Panitia Pembina Keselamatan dan Kesehatan Kerja serta Tata Cara Penunjukan Ahli;
3. Peraturan Menteri Tenaga Kerja Republik Indonesia Nomor Per.02/MEN/1992 tentang Tata Cara Penunjukan Kewajiban dan Wewenang Ahli Keselamatan dan Kesehatan Kerja;
4. Peraturan Menteri Ketenagakerjaan Nomor 1 Tahun 2021 tentang Organisasi dan Tata Kerja Kementerian Ketenagakerjaan

Memperhatikan

1. Surat Permohonan dari PT Phitagoras Global Duta Nomor 0503 / B / PGD-ADM / TNG / XII / 2022 tanggal 30 Desember 2022 perihal Permohonan Penerbitan Surat Keputusan Penunjukan dan Kartu Kewenangan Ahli K3 Umum;
2. Berita Acara Tim Penilai Penunjukan Ahli K3 Nomor 5 / 02 / AS.01.03 / I / 2023 tanggal 16 Januari 2023

MEMUTUSKAN:

Menetapkan

: **KEPUTUSAN MENTERI KETENAGAKERJAAN TENTANG PENUNJUKAN AHLI KESELAMATAN DAN KESEHATAN KERJA UMUM**

KESATU

: **Memberikan Penunjukan Ahli Keselamatan dan Kesehatan Kerja Umum kepada :**

Nama : **JOHAN VARIAN K**
Tempat, Tanggal Lahir : Jakarta, 06 Agustus 1997
Perusahaan : PT MITSUI LEASING CAPITAL INDONESIA
Alamat : Plaza Bank Index 11th Floor, Suite 1106. Jl. M.H. Thamrin Kav. 57, Jakarta 10350 - Indonesia

KEDUA

: Kepada Ahli tersebut dalam Diktum KESATU diberi tugas membantu mengawasi pelaksanaan norma K3 di tempat kerja, membantu pimpinan perusahaan melakukan identifikasi, pemeriksaan, analisa dan memberikan persyaratan.

KETIGA

: Keputusan ini berlaku selama **3 (tiga) tahun** terhitung sejak tanggal ditetapkan dengan ketentuan apabila di kemudian hari terdapat kekeliruan dalam Keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta

Pada tanggal 17 Januari 2023

a.n. MENTERI KETENAGAKERJAAN R.I

DIREKTUR JENDERAL

PEMBINAAN PENGAWASAN KETENAGAKERJAAN DAN KESELAMATAN DAN KESEHATAN KERJA,

Dr. Hayani Rumondang, M.A.

NIP. 19640419 198903 2 001





PT INTRANUSA INDONESIA

CERTIFICATE

Reg. No. 287 / INDO / IV / 2021

Dengan ini menyatakan bahwa
This is to certify that

Johan Varian

PT. MITSUI LEASING CAPITAL INDONESIA

Telah berhasil menyelesaikan pelatihan
has successfully completed a course of

DASAR – DASAR TEKNISI K3 LISTRIK

Dilaksanakan ONLINE (ZOOM MEETING) pada tanggal 23 APRIL 2021

Held in ONLINE (ZOOM MEETING) on 23th April 2021

Director



LSP LSK-K3 ICCOSH



CERTIFICATE



This is to certify that

Johan Varian

Has successfully completed the

TRAINING STRATEGIC SOURCING & VENDOR MANAGEMENT

Jakarta, 15 April 2021

A handwritten signature in black ink, appearing to read 'Deni', followed by a horizontal line.

Deni Danasenjaya, SE., MM.

Trainer



CERTIFICATE

This is to certify that

JOHAN VARIAN

has successfully participated in

**Mengelola Biaya Perusahaan
Dengan Efektif dan Efisien Training**

28 Juli 2021

Drs. Ferry W. Atmadi, Ak, MIM
Executive Director MDI

Fransiska Atmadi, SE, MBA
Business Development Director



045/PKBB-Pemakalah KOLITA/09/2020

UNIVERSITAS KATOLIK INDONESIA
ATMA JAYA



SERTIFIKAT

Johan Varian

sebagai pemakalah dalam

Konferensi Linguistik Tahunan Atma Jaya ke-18 (KOLITA 18)

Tingkat Internasional

secara daring pada 16-18 September 2020



Yanti, Ph.D.
Kepala PKBB