

Curriculum Vitae (CV)



Jackhon Pahala Simanjuntak, SE, MM, ELT

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Personal Information

Place and Date of Birth	Sidikalang, 30 Juni 1980
Age	39
Gender	Male
Marital Status	Married
Children	3
Religion	Christian
Ethnic	Batakness
Nationality and Citizenship	Indonesian
Identity card number	2171123006809005
Driving license number (SIM A)	0920160700393

Formal Education

2015-2017	Magister Management (HRM) STIE MAHARDHIKA Surabaya. GPA 3.73 Scale 4.0
2011-2015	Degree Management (HRM). Riau Kepulauan University Batam. GPA 3.93 Scale 4.0
1996-1999	Telecommunication Technical Senior High School SMK Telkom Sandhy Putra Medan
1993-1996	Junior High School SMPN 1 Sidikalang
1987-1993	Elementary School SDN 3 Sidikalang

Non Formal Education

1997-1998	Computer Course
1999	Electronic Switching Telecommunication (Magang)
1998-2001	ELS (English Language School) graduate basic level to Advance level
2003	Computer Programming and Networking Design
2017	TOEFL
2018	Human Capital Supervisor Certified by BNSP
2019	Human Capital Manager Certified by BNSP
2019	Auditor SMK3 Certified by Kementrian Tenaga Kerja RI

Training

Penyelesaian Perselisihan Hubungan industrial - BNSP
Mentor Pemagangan - BNSP
Training For Trainer
Port Facility Security Officer (PFSO) – ISPS Code
Internal Auditor SMK3 - Kemnaker
Health and Safety (K3) Umum - Kemnaker
Training for Trainer from MWS Indonesia

Organization Experiences

- 1 Secretary in SerikatTolongMenolong (STM)
- 2 Leader of PSSSI Wilayah 5 Batam
- 3 General Secretary PSSSI Kota Batam
- 4 Chief of Yayasan PSSSI Batuaji Sekitarnya
- 5 Chief of PAC Batuaji Hanura Political Party
- 6 Majelis in Church GMII Batam

Job Experience

HRD & GA MANAGER
PT. CITRA SHIPYARD
(Ship New Building & Repair)
 12 April 2021 – Present
 (Administration,
 Compensation & Benefit,
 Recruitment, Training
 Development, HRIS, Sub
 Contractor & Security)

2021 – Present

HRD & GA MANAGER

**Recruitment, Remuneration, Compensation Benefit, Carrier
 Development, Industrial Relation, Training & Development, HRIS
 and General Affair + Security**

Developing and administering human resources plans and procedures
 that relate to company personnel

Planning, organizing, and controlling the activities and actions of the
 HR department

Contributing to the development of HR department goals, objectives,
 and systems

The primary areas of responsibility are :

- 1) Work closely with the Head of the business units to build a talent
 pipeline to facilitate their team culture and business objectives
- 2) Ability to budget and resource allocate while setting up the
 company's HR framework
- 3) Ability to execute the border human resources framework that will
 Pro-actively scan and diagnose organizational needs and proactively
 provide solutions and proposals
- 4) Analyze different business units to propose and review compensation
 and benefits schemes
- 5) Form insights between business and organization to design the
 overall organization strategy and action plan
- 6) Oversee and implement HR policies, programmers, and practices that
 foster growth, innovation, and organizational effectiveness
- 7) Attract and retain key talents to continually upgrade the organization
 capability
- 8) Constantly review HR structures and policies as the business grows
 regionally
- 9) Design and implement initiatives to improve and build a strong
 company culture
- 10) Design and lead change management programs to foster the
 development in the organization

<p>HR SUPERINTENDENT Recruitment, Remuneration, Training & Development, Human Resources Information System (HRIS/IT) Oct 2005 – June 2020 PT. Indotirta Suaka (ITS) Pulau Bulan Batam</p> <p>In Charge HR 5 Groups</p>	<p>2019 – 2020 CSP & BD SUPERINTENDENT Corporate Strategic Planning & Business Development</p> <ol style="list-style-type: none"> 1. Understand and shape the company's strategy and mission 2. Develop plans to materialize strategy and analyze business proposals 3. Research competition to identify threats and opportunities 4. Assess the company's operational and strategic performance 5. Align processes, resources-planning and department goals with overall strategy 6. Provide support and insight into significant organizational changes (e.g. shift in strategic focus, mergers and acquisitions) 7. Educate senior executives in making effective decisions 8. Construct forecasts and analytical models 9. Monitor and analyze industry trends and market changes <p>2014 – 2019 HR – SUPERINTENDENT Groups Company (3 Companies) Job Discription :</p> <ol style="list-style-type: none"> 1. Plan, Preparation and excecution Recruitment Activity for all employees at Bulan Company. 2. Plan, Do, Check, Action and Implementation of Remuneration Program starting with Performance Management 3. Planning and Doing Training & Development Activity and Do Couching & Counseling for all employees 4. Plan and Build some program Human Resources Information System to support all employees database and activity 5. Supporting for General Affair, Payroll, Attendance, Employee Relation, Termination & Resignation and Compensation and Benefit Activity and Personal Administration Employee. 6. Supporting for Bulan HR handling the others company groups especially for HR issues. 7. PIC Security Department 8. PIC People Movement Transportation Department (Sea and Land Transport) 9. PIC Food and Beverage Department 10. PIC Safety Department <p>2009 - 2014 HR - SUPERVISOR Job Description</p> <ol style="list-style-type: none"> 1. Created Human Resources Information System (upgrading attendance system from card attendance to be finger print, barcode system to control passanger on boat, employee database application, overtime system, performance appraisal system, and others system to support HR) 2. Recruitment (Planning, Preperation, Doing the recruitment process, Evaluation & Controlling and take action for hiring
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	<p>employee by newspaper, jobstreet, job fair and presentation to campus)</p> <ol style="list-style-type: none"> 3. Remuneration (Design career development, compensation & benefit system, wage structure and scale, performance management appraisal method) 4. Training & Development (Plan, Do, Check & Action for Training Activity, I design the training concept and plan the budgeting for all training activity and make sure the training can be running, and do the training evaluation and plan the next action. And also train some employee to be internal trainer) 5. General Affair (Supporting for HR GA Activity in Bulan Island) <p>2005 -2009 HR – TECHNICIAN Job Description :</p> <ol style="list-style-type: none"> 1. As IT Staff, installing Computer Networking, Telephone System, Wired and Wireless System, Server Data & Payroll, All Computer equipment and System installed in all department like Laboratorium Machine, Weight Bridge System, Farm Store System, Power House System, Accounting System and others. 2. As HR Staff, incharge in preperation for Training Activity, Recruitment Activity, Performance Management Evaluation, Company Regulation Sosialitation.
<p>Branch Manager Batam Start from 17 January 2003 until 30July 2015 PT . Datalink Solusi Utama Jl. Hang Lekir No 8 Medan</p>	<p>Branch Manager Main Purpose Of Job</p> <ol style="list-style-type: none"> 1. Planning and monitoring activities Batam Office for Internet Service Provider 2. To make sure all customer was satisfied with our services and maintenance 3. Make and Build SOP for all activity 4. Achieving target on sales and services 5. Customer Caring 6. Build relationship with Telecommunication Company <p>Main Duties And Responsibilities</p> <ol style="list-style-type: none"> 1. In charge for all project area 2. Make sure all project for new customer done with standard 3. To make report to Owner in Medan (Productifity, Admin & Finance, Purchase & Buy, Sales) 4. Follow – up all agreement with customer, government and others partner 5. Plan, Do, Check & Action for Product and Services offer.

Engineering of Telecommunication Project Start from 2001 - 2003 PT . Sumateralink Lintas Buana Graha Telkom Medan	TELKOM ENGINEERING Job Desc : <ol style="list-style-type: none"> 1. Inspector for Three Bundle Coaxial Project with Korean Company 2. Build network connection from Aceh to Lampung 3. Installation for Voice Over Internet Protocol.
Technician of Telecommunication Network Start from 1999 – 2001 PT. Telkom Indonesia STT Sukaramai Medan	TELKOM ENGINEERING Job Desc : Installation and Maintenance all Telkom Customer (new customer installation or maintenance for problem network line) in Telkom Central in Sukaramai Medan

Expertise

Language	Basic	Good	Excellent	Native
Indonesian			v	v
English		v		

- Speaker, Trainer, MC, Management Consultant, Coach & Counselor
- Computer (Microsoft Office)
- AutoCAD, Corel Draw, Photosop, SPSS, Visio, Other Design Program
- Networking (Wired and Wireless)
- Programing, Database Software Design
- HRIS Design (Recruitment, Remuneration, Training Development, Career Development, Compensation & Benefit, Personal Administration, Resignation & Termination, General Affair)

Achievement

- The Best Graduation from Health and Safety Training
- The Best Graduation of Riau Kepulauan University in 2015 (Degree)
- Cumlaude graduation of STIE Mahardhika 2017 (Magister Management)
- Licensed Trainer from MiniWorkShopSeries (MWS) Indonesia / Essential

Strong Point

Self motivated able to work with team or individually, able to work under pressure, hard worker, fast learner, appreciate to learn about new things, quickly to adapt with new environment, and have a good interpersonal skills.

Duties &Responsibilities

- a. Responsible for managing, developing / training and monitoring HR, implementing in accordance with the Company's Vision and Mission and KPI targets set by company management.
- b. Arrange Work Plans, SOPs, KPIs, Performance Appraisal and Code Ethics, then submit management requests to be approved and implemented specifically for the Department of HRD-GA
- c. Take responsibility and implement Work Plans and Programs that have been approved by management and dissemination to the relevant departments.

- d. The task is to carry out tasks according to the annual budget and work plan that has been approved by management and disseminated to all departments and sections so that they can be implemented.
- e. Responsible for requests for replacement or addition of HR in accordance with the request form and HR qualifications, such as: Production Overseers, Production Operators, Drivers, Security, and Purchasing etc.
- f. The duty is to provide guidance or counseling to HR and is responsible for implementing the Industrial Relation Company
- g. Responsible for organizing Training both In House and External Training, such as: Community Meetings, Motivation Training etc.
- h. Responsible for the GA Department (Cleanliness, Security, Licensing and Drivers) and its control functions.
- i. Prepare a monthly report on the results of HRD performance related to the Work Plan and Implementation and then submit management for evaluation and improvement.

Achievement & Success Job

- a. Make Organizational Structures, Culture Work Corporation, Job Analysis, KPI according to Grade level and Job-description and Performance Appraisal
- b. Make a data bank system for all employees (History Cards) and prospective employees
- c. Perform control functions in production and directed direction to employees
- d. Train all Department Trainer, to be Motivator for all employees
- e. Building HRIS and Payroll Systems
- f. Industrial Relations Handling and Employee Performance Supervision entirely.
- g. Make regular Work and Evaluation Plans, up to achievements and improvements for the next Work Plan.
- h. Build a good working atmosphere and team-work in the company
- i. Maintain good relations with external parties such as agencies and the environment.

I hereby certify statements in this are true and correct.

Best Regards,



Jackhon Pahala Simanjuntak, SE, MM, ELT

PROJECT EXPERIENCE :

1. KPI Application Creator
2. Attendance Application Creator
3. Simple Accounting Application
4. Wired and Wireless Developing
5. Data Server & Internet Server Installing
6. Barcode Application for Passenger Recording
7. Train for Trainer
8. Farm Store Improvement
9. Sea Port Planning and Designing

