



RICARDO MARPAUNG

HUMAN RESOURCES GENERALIS

PERSONAL PROFILE

As a driven individual, I strongly believe that working diligently with a dedicated mindset not only elevates the quality of work but also enhances one's sense of self-worth. With this philosophy in mind, I consistently strive to collaborate with colleagues and tackle challenges head-on, knowing that the process itself fosters personal growth and development.

CONTACT

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Place and date of birth:

Sitorang Jae, 09/08/1988

Address:

Perum. Bida Garden Blok Bougainville IV
No. 20 Batam Centre

Status:

Married

EDUCATION

Bachelor Degree Universitas Putera Batam
(Bachelor of Law 2018)

ABILITY

- Good knowledge of labor law.
- Interpersonal Skill.
- Negotiation skills.
- Conflict Management Skills
- Microsoft Office.
- Create/compile SOP.
- Create/compile job descriptions.
- Create/compile Remuneration system.
- Create/compile training development needs.
- Create/compile work agreements.

CAREER SUMMARY

1. **PT PRIMAJASA TUNAS MANDIRI** (*Service Company*)
Kasie HRGA
15 April 2019 – Present (4.10th)
2. **PT WAHANA SENTOSA PERMAI** (*Tourist*)
HRD
10 September 2017 – 25 January 2019 (1.4th)
3. **PT BINTAN BERSATU APPAREL** (*Garment*)
HR Staff
31 Oktober 2012 - 25 February 2014 (1.4th)

PERSONAL TRAINING

- **Mengelola Hubungan Industrial BNSP:** Jun 23
- **HR Supervisor BNSP:** December 2022
- **Teknik Wawancara Studilmu:** September 2021
- **ISO 14001:2015 Awareness:** February 2022
- **P3K (First Aider):** July 2021
- **Kupas Tuntas PP 35 Tahun 2021:** Maret 2021
- **P2K3:** September 2020
- **Fire Fighter:** September 2020
- **ISO 45001 2018 Awereness:** Februari 2020
- **Kupas Tuntas PHK:** November 2019
- **SPSS:** January 2018
- **ISO 9001:2015 Awereness :** Juni 2016