

CURRICULUM VITAE



PERSONAL DATA

Full Name : Soekarno Boedioetomo
Place/Date of Birth : Madiun, 20 September 1970
Nationality : Indonesian
Religion : Catholic
Marital Status : Married (+ 2 child)
Home Address : Citra Kayane Residen, blok D 9, Sidorahayu Village,
Wagir, Malang, East Java.
Mobile Phone Number : **081291356022**
Email Address : **soekarno.b@gmail.com**

EDUCATIONAL BACKGROUND

| Year | School/Institution Name | Specialization | Place |
|-------------|---|---------------------|------------|
| 1989 – 1995 | Surabaya University of Pembangunan Nasional (UPN " Veteran") | Economic Management | Surabaya |
| 1986 – 1989 | State Senior High School (SMAN 2) | A3 (Social) | Bojonegoro |
| 1983 – 1986 | State Junior High School (SMPN 1) | - | Bojonegoro |
| 1975 – 1983 | Santo Paulus State Elementary School (SD Catholic Santo Paulus) | - | Bojonegoro |

EXPERIENCE OF WORK

| When | Company Name | Position |
|-----------------------------|---|------------------|
| Sept 18, 2020 – 30 Jan 2022 | PT. REVAN TUNGGAL PUTRA | HRD & GA Manager |
| Responsibility | Scope: Agency <ul style="list-style-type: none">• Implementing Training and Orientation for New employee.• Controlling and evaluation new employee in probation time.• Making monthly report to Director.• Controlling of implementation salary system, and Overtime.• Supporting Good Manufacturing Practice (GMP) & Trainer K3 Safety implementation.• Trainer 5S• Responsible to make good Relationship with Jamsostek Insurance, Department of Labor & other Company.• Recruitment Low level until Middle level. | |

| When | Company Name | Position |
|--------------------------------|--|-----------------|
| July. 01, 2014 – April 8, 2016 | Jakarta Nanyang School (Cambridge University Curriculum) BSD City. | HRD Manager |
| Responsibility | Scope: <ul style="list-style-type: none"> • Implementing Training and Orientation for New Teacher & New Employee. • Controlling and evaluation Teacher & Employee. • Controlling of implementation salary system. • Supporting of implementing Accreditation Unit. • Supporting ISO 9001, Trainer K3 Safety & Trainer 5S Japan implementation. • Responsible to make a safety for Students. • Responsible to make good relationship with Jamsostek Insurance, Department of Labor & other School. • Recruitment Low level until high level and Expat teachers. | |

| When | Company Name | Position |
|-------------------------------|---|-----------------|
| Sept. 12, 2012 – June,30.2014 | John Paul's School (Cambridge University Curriculum) Bekasi. | HR & GA Manager |
| Responsibility | Scope: <ul style="list-style-type: none"> • Implementing Training and Orientation for New Teacher & New Employee. • Controlling and evaluation Teacher & Employee. • Controlling of implementation salary system, Overtime, reward, bonus. • Supporting of implementing Accreditation Unit. • Supporting Trainer K3 Safety & Trainer 5S Japan implementation. • Responsible to make a safety for Students. • Responsible to make good relationship with Jamsostek Insurance, Department of Labor & other School. • Recruitment Low level until high level and Expat teachers. | |

| When | Company Name | Position |
|----------------------------------|--|---------------|
| April. 09, 2003 – Sept. 11, 2012 | PT. Uni-Charm Indonesia, KIIC Karawang | HR Supervisor |
| Responsibility | Scope: Factory <ul style="list-style-type: none"> • Implementing Training and Orientation for New employee. • Controlling and evaluation new employee in probation time. • Making monthly report & Skill employee to HR Manager . • Controlling of implementation salary system, Overtime, reward, bonus. • Supporting ISO 9001: 2008 implementation. • Supporting Good Manufacturing Practice (GMP) & Trainer K3 Safety implementation. • Supporting ISO 14001:2004 implementation & Trainer 5S • Responsible to make good Relationship with Jamsostek Insurance, Department of Labor & other Company. <ul style="list-style-type: none"> • Recruitment Low level until Middle level. | |

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| Feb. 2000 march., 2003 | PT. Supravis Rama Optik, Karawang | GA Supervisor |
| Responsibility | <ul style="list-style-type: none"> • Scope: Chief of "Unit Usaha" , Chief of House Keeping Div, Chief of Canteen Div, chief of Building Maintenance Div. • Supporting ISO 9000: 1994 & ISO 14001 implementation • Supporting process of Customs Audit • 5S & K3 Safety Implemantation. | |

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|-------------------------|----------------------------|----------------|
| Dec. 1995 Jan., 2000 | PT. Kurnia Marble, Bandung | HRD & GA Staff |
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TRAINING & COURSE

| When | Training/Course | Institution | Place |
|---------------|--|--------------------------|---------------|
| Oct. 25, 2011 | Pelatihan Audit Lingkungan Internal ISO 14001:2004 | Vidya Consultan | PT. Uni-Charm |
| Oct. 10, 2007 | Advanced Internal Audit of GMP | AIMS Consultants | PT. Uni-Charm |
| Dec. 27, 2006 | Good Manufacturing Practice (GMP) | AIMS Consultants | PT. Uni-Charm |
| Jan. 23, 2006 | ISO 9001:2008 Internal Quality Audit Training | PT. Uni-Charm | PT. Uni-Charm |
| Jun. 14, 2006 | Japanese Conversation Program Basic-1 | Prida Pamela (Hikari NG) | PT. Uni-Charm |
| May. 31, 2006 | Kiken Yochi Training (KYT) | Yamada – UC Group | PT. Uni-Charm |
| Apr. 28, 2004 | English Conversation Elementary I | CEL | PT. Uni-Charm |

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|--------------|--|-----------------------|----------------------------|
| Jul. 9, 2003 | Orientation new employee | Dismas Kawengian | PT.Uni-Charm |
| Jul. 9, 2003 | Keselamatan Kerja (K3) Safety | Dismas Kawengian | PT.Uni-Charm |
| May, 9, 2006 | Factory 5S | UCI | PQM – Jakarta |
| May, 3, 2005 | Understanding OHSAS 18001 | UCI | PQM – Jakarta |
| Jan. 4, 2002 | Training for Trainers | SRO (Jati Prabowo) | Indosat training centre |
| Jan. 3, 2002 | Leadership Basic Training | SRO (Jati Prabowo) | Indosat training centre |
| Jan. 2, 2002 | Military Basic Training | SRO | Indosat training centre |
| Jan. 1, 2002 | ISO 9000:1994 Internal Quality Audit Training | SRO | SRO Mfg- Karawang |
| Jan. 1, 2001 | 5S (House Keeping System) | ABC | SRO Mfg- Karawang |

QUALIFICATIONS

☆ Language Skill

- Spoken & Written English

☆ Computer Skill

- Good ability in operating MS Windows XP Professional and Microsoft Office XP
- Installation & maintenance of Personal Computer's hardware.

☆ Management Skill

- Good understanding about:
 - ① ISO 9001:2000 (Quality) requirements
 - ② Good Manufacturing Practice (GMP) requirements
 - ③ Gemba Kaizen
 - ④ Implementation of 5S & K3 Safety