

Curriculum Vitae

Sofyan Budiarto, A.Md.

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PERSONAL DATA

Gender	Male
Place, date of birth	Banyumas, 7 July 1991
Marital Status	Married
Religion	Moslem
Hobby	Table Tennis, Badminton

ABILITY

Tools

Microsoft Office, HRIS (Pro Int)

Hard Skills

File Administration, Job posting, Recruiting, Candidate Sourcing, Interview
Candidate, Administration Salary Pph 21 and Overtime Calculation

Soft Skills

Time Management, Effective communication (Verbal and Nonverbal), Interpersonal
Skill, Problem solving

Language Skill

Bahasa Indonesia, English

Licence

Human Resources Staff (BNSP)
Reg. SDM 275 0378 2023

EDUCATION

Diploma III Bahasa Inggris (2010 -2013)
Universitas Bengkulu (Bengkulu)

EXPERIENCE

November 2018 – Now

PT. Caturadiluhur Sentosa

Building Material Distribution (Member of CSA, Mitra 10, Atria)

HR & GA

- Managed and supervised 5 Security and 1 office boy
- Payroll & timekeeping data compiles time sheet data, attendance record and over time hours to support payroll process and benefits
- Benefits administration, handles enrollment for BPJS and other employees benefit

- HR documentation, manages employees contract, warning letters, resignation letters and all employee administration document is complete according to company requirement
- Employee Relations: Facilitates communication between management and employees to foster a positive workplace culture.
- Policy Distribution: Distributes company policies - regulations to employees and provides information to employees regarding company policies and operational procedures.
- Manage General Affairs (GA) activities, including workplace facilities, employee accommodation, housing facilities, transportation, operational needs, and other related matters.
- Manage and ensure the effective and accurate implementation of HRGA administration in accordance with company policies.

September 2013 – November 2018

PT. Ratu Samban Mining

Coal Mining

Staff HR & GA

- Managed and supervised 15 security and 2 office boy
- Payroll employees
- Monitoring and evaluation employees on site
- Control and make schedule leave for employees
- Ensure ATK for office are available
- Filling employees document update and tidy
- Weekly report all activity on site send to HO
- Monitoring all asset, mess, office in good condition and clean
- Coordinating with local resident
- Ensure all location on site secure and coordinating with TNI & BRIMOB
- Arrange food supplies budget for employees every week

March 2013 – April 2013

PT. Ratu Samban Mining

Coal Mining

Internship as HR-GA Admin

- Inputting Time sheet employees
- Control and make schedule leave for employees

REFERENCE

- YossaAdityaL. Mahesvara -Mobile Phone : 0821 73130202
HR Supervisor PT. Ratu Samban Mining (Bengkulu)
- Mohammad Arman BZ - Mobile Phone : 0821 7863 8406
Branch Manager PT. Caturadiluhur Sentosa (Bengkulu)
- Bambang Haryanto - Mobile Phone : 0813 6852 0294
HR Regional Manager PT. Caturadiluhur Sentosa (Palembang)