



Personal Data

Name : Tom Tandy Sebayang
Address : Jl.Jembatan Besi V no 42e Rt: 005 Rw: 004, Jakarta, Indonesia
Mobile Phone : 0812 977 977 16(Indonesia)
Email address : tandyunoyuhu@gmail.com
Sex : Male
DOB : Jakarta, 26 November 1989
Marital Status : Single
Height : 165cm
Weight : 70

Working Experiences:

February 2015- Present,

Working as supervisor at family grocery and retail store

- Responsible for checking and ensuring the receipt of goods / raw materials for the production of goods, due to business in the garment sector, then matters related to raw materials such as fabric and accessories supporting.
- Responsible for accepting clients and ensuring client needs are met in product purchases and ensuring products are delivered on time and accordingly.
- Responsible for monitoring employees to carry out their respective duties according to their job descriptions, and ensuring employee work runs smoothly during the process of producing goods and selling products.
- Responsible to making Working report.

SKILL AND CAPABILITY:

- Able to deal and communicate with Client.
- Administration duties, Delivery Data input, Client Service.
- Good communication and can work as a team.
- Fluent in English, oral and written, and chinese language
- Computer skills, Familiar with OS Microsft windows, Microsoft Office,.

- Interpersonal skill, open minded, eager to learn everything new, fully dedicated, high energy, able to work both of individual or a team, adaptable, confidence, highly motivated worker, fast learner and good communication skills.

Formal Education

| Graduation Date | Degree | University/High School |
|------------------------|------------------------|--------------------------------|
| May 2013 | Bachelor of law | Tarumanagara University |
| 2007 | High School | SMA DAMAI |

Professional Certification/Training

| Subject | Certificate | Institution |
|---|-------------------------|--|
| Language and international culture | Chinese courses | SOUTH CHINA NORMAL UNIVERSITY (language and international culture) |
| PKPA (Advocate Profession Special Education Program) | PKPA Certificate | FHP Education of Law, Jakarta, Indonesia |

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if i am hired. I authorize the verification of any or all information listed above.

Sincerely Yours,

Tom Tandy Sebayang