

Julina Barus

+62 811 123 7787

Located in Jakarta, Female, ,

8 Years Experience in Human Resources,

Still Working with Sleekr, Head of HR and People Operations

SKILLS & QUALIFICATIONS

- Bilingual (English – Indonesia), International Exposure, Experienced in Fast Pace Working Atmosphere, Details Oriented, Well Organized, KPI Driven, Confident in Multitasking, Excellent in Communication
- HR Skills : Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Organization Development.

WORKING EXPERIENCES



www.sleekr.co

PT. Mid Kelola Indonesia & PT. Mid Solusi Nusantara (Mid Plaza Holding Group)

Start up company that build HR Application under Mid Plaza Holding, located in Sudirman Area, Jakarta.

Period : Mei 2016 - Present

Position : Head of HR and People Operation

Report to : CEO

Responsible for all of the human operations in Sleekr. I Find, Develop and Keep the employees. Fulfill the resources from 4 people to 31 people (May to August 2016), built the policies, build the culture, retain the team.



Inspire Ventures, Ltd

www.inspireventures.com

Start Up Company, Venture Builder, Based in Bangkok – Thailand

- Last position : HR Manager & Project HR Manager for Deliverree Indonesia (Logistic on demand Application)

Working Period	Mei 2015 – Mei 2016
Role	HR Manager , Direct report to CEO of Inspire Ventures
Job Descriptions	<p><i>1. Budgeting for Local Office</i> Work with Finance Manager to set the Annual Budget for Manpower and HR Needs, esp. In 2016</p> <p><i>2. End to End Recruitment Process</i> Maintains the work structure by updating job requirements and job descriptions for all positions. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.</p> <p><i>3. Onboarding</i> Design the Welcome Package Kit for the new joiner</p> <p><i>4. Orientation and Training</i> Arrange the Orientation Day that involve (IT, Office Manager, and Finance Manager for giving all the informations about the policies) Conduct the HR Orientation Doing the Survey to improve Orientation regularly</p> <p><i>5. Employee Relations</i> Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.</p>


	<p><i>6. Compensation and Benefit</i> Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.</p> <p>End to End Payroll Process</p> <p>Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.</p> <p><i>7. Review Performance</i> Probation Review Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.</p> <p><i>8. Monthly Report</i> Provide a Monthly Report to Management about : Update Recruiting and Employee benefit stuff.</p> <p><i>9. Liaise with The local Governemen and Vendor (Insurance Provider, Travel Agents, Catering Vendor)</i></p> <p><i>10. Administration</i> Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.</p> <p>Expat Administration</p>
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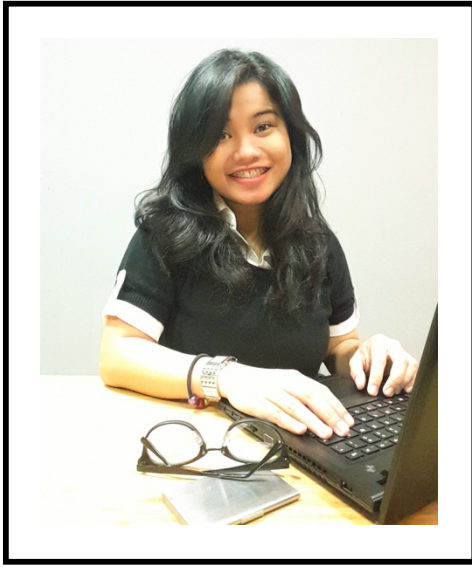


Sinar Mas Group (President Office)
Last Position : HR Assistant Manager

Working Period	3 years (April 2012 – Mei 2015)
Role	<p>1st Year : HR Employee Relations Supervisor, 2 Subordinate (2 Officer)</p> <p>2nd – 3rd Year : HR Assistant Manager, 3 Subordinate (1 Spv and 2 officer)</p> <p>Direct report to head of HR Shared Service</p>
Job Descriptions	<p>a. Recruitment</p> <p>b. Exit Interview</p> <p>c. Employee Relations</p> <ul style="list-style-type: none"> Coordinated new-employee orientation

	<ul style="list-style-type: none"> Assisted employees in sorting their issues related to work environment, employment relations, HR regulations and policies, promotions and performance reviews Provide a creative event for the company based on employee's need d. Employee Benefit
REASON FOR LEAVING	Received the Offering from Sinar Mas Digital Venture to move to Inspire Ventures. Inspire Ventures is a capital venture, partner of Sinar Mas Digital Venture and Ardent Capital

 LIPPO GROUP Lippo Karawaci, Tbk Last Position : HR . Sr Supervisor Training and Development	
Working Period	3 years 2 months (Jan 2009—March 2012)
Line Business	Real Estate Development Firm, Based in Lippo Karawaci - Tangerang
Role	1 st Year : HR Data Administration, No Sub ordinate 2 nd Year : Compensation & Benefit Officer, 2 Sub ordinate 3 rd Year : Recruitment & Training Sr. Supervisor , 3 Sub Ordinate Direct report to HR Manager
Job Descriptions	<p>I Was Conducted in data record management and Administrative in human resources in the beginning of my year in Lippo, my job descriptions are most likely has related to administration.</p> <p>At my second year, I was roled in to Compensation and Benefit Division with these duties My Boss Found that I was excellence in building a Relationship esp. in people management, so she put me for Recruitment and Talent Development team leader along with these responsibilities :</p> <ol style="list-style-type: none"> Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions. One of the project that I Assisted in 2012-2013 at Lippo is Call Center and Customer Service Division. Conduct the Training for New Division in order to update the skills and knowledges
REASON FOR LEAVING	Location. I Live in South Jakarta (Pancoran) while Lippo is in Karawaci Area, I decided to move to the office which located in Jakarta.



Personal Details	
Date Of Birth	Jakarta, July 7 th , 1987
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(Julina Barus)

"...if Industry is a war, human resource is the giant weapon.."