

CURRICULUM VITAE

SUMMARY

Paul Antonius Sitepu, SH., M.Hum., CPHR was born in Bandung September 2nd 1981. He has graduated in Master Degree major Business Law from Catholic Parahyangan University Bandung in 2010, before that he graduated in bachelor degree in Law from Catholic Parahyangan University Bandung in 2005.

He has goal directed, result oriented and self-motivated. Experience for 7th years in Multi National Company. He has various business core such as banking, property, hotel and hospitality, education industry, garment and manufacture.

He also experienced as trainer, assessing recruitment, preparing contract, assessing employee abilities and capacities for their related posts, regular review and update all jobs description, processing in administrative matters payroll, managing legal matters, providing legal opinion, preparing office regulation, communicate with government officer and handling other task, handling expatriate, preparing monthly report, and other tasks.

He has certified in CPHR (Certified Professional Human Resources) in 2009, others certified training are Train The Trainer and Keys To Communication held by Accor and He also has took PKPA (Pendidikan Khusus Profesi Advokat) held by Padjajaran University and PERADI. Paul Antonius Sitepu has a spirit **"Bring the big impact to achieve the Company target"**

PROFESSIONAL SUMMARY

- Goal directed, Result oriented professional with strong Human Capital, Legal, Training and General Affair. Having expertise in industrial relation, legal, general affair
- Have great skills in communication, assertive, persuasive and adaptable. Self-motivated with high energy, initiative and focus.
- Experience in Human Capital as well as being trainer, assessing recruitment, preparing contract, assessing employee abilities and capacities for their related posts, regular review and update all jobs description, processing in administrative matters payroll, managing legal matters, providing legal opinion, preparing office regulations);
- Experience legal corporate matters including managing legal opinion, preparing monthly report and litigation;

KEY ACCOMPLISHMENTS

- **As Human Capital Department Head;** Lead the team to support the company milestones, Planning Employee Relation Event, Planning yearly budget and semester budget, Induction for new Employee, On Boarding for new Employee, Manage Company Union to be changed become Bipartite Structure, Control 54 Companies Regulation, Handling all Formalities for Expatriate Employee, Handling all termination Project for all Companies, Monitoring all government regulation especially with Man Power, BPJS Kesehatan, BPJS Ketenagakerjaan, Immigration, Outsourcing contract, etc.
- **As Human Resource Manager;** Planning Yearly Program include Budget Return of Investment (RoI) and Profit & Lost (PNL); Developing human resource system (include recruitment, appraisal, review contract and salary); Training, Provide legal matters; Monitoring government regulation related to company
- **As Legal Corporate Manager;** experience in corporate; Familiar with retail business; Able to propose various Legal Agreement for local and International business agreements; provide advice for company in legal matter include prosecute, handling authority government; etc.

WORKING EXPERIENCE

Sinar Mas Land; October 2014 – Present

Sinar Mas Land is a real estate development firm. It combines two big developers: Bumi Serpong Damai Tbk and Duta Pertiwi Tbk. It formed in 1988 under the flag of Duta Pertiwi. It now holds substantial interests in a businesses including residential housing, apartments, shopping centers, hotels, office buildings, industrial estates, townships and cities. Its head office building, is located in the BSD Green Office Park in Jakarta and received a high commendation under Indonesia's office architecture at Asia Pacific Property Awards 2014.

Position: Department Head Human Capital Corporate, assignment:

- Lead, direct, coordinate and support the daily operation of Human Capital in the corporate & group, including but not limited to:
 - Union Dismissal change become bipartit.
 - Recruitment staff
 - Personnel Administration
 - Payroll support, incentives, medical, travelling expense and other benefit transaction
 - HR & GA related procurement
 - Company cars and insurance
 - Office Management
 - Employee Related audit and legal matters
 - Performance Management
 - Handling expatriate employee
 - Outsourcing
- Support, facilitate and lead the implementation related cost of improvement program to increase employee competency and project.

PROJECT

- I. Employee Termination & dismissal union;
- II. Expatriate formalities
- III. On Boarding & Induction Permanent Employee;
- IV. BPJS Kesehatan & BPJS Ketenagakerjaan;
- V. Employee Olympic;
- VI. Smlink;
- VII. SAP HCM include Exit Clearance; Data Cleancing; etc.

Honey Lady Group; February 2013 – October 2014

Honey Lady Group is a Family Business, growing significantly in almost 30 years. Honey Lady Group have several company there are PT. Liebra Permana, PT. Bright Honey Lady, PT. Kurnia Bratama, Maha Propertindo, etc. The Holding company itself is PT. Honey Lady Utama. The Group domicile in CBD Pluit.

Main business unit in Honey Lady Group is carve a good presence in intimate appeal business and produce high-end brands and top buying agent/limited brand or stores. The product quality is export orientation. The Factories located in Indonesia (Bogor, Semarang and Wonogiri). The offices are in Jakarta, Barcelona and Hongkong.

Position: Human Resources, Legal and General Affair Corporate Manager,
Assignment:

- Lead, direct, coordinate and supervise the operation of Human Resources (HR), Legal and General Affair (GA) in the group, including but not limited to:
 - Recruitment staff
 - Personnel Administration
 - Payroll support, incentives, medical, travelling expense and other benefit transaction
 - HR & GA related procurement
 - Company cars and insurance
 - Office Space Management

- Employee Related audit and legal matters
 - Performance Management
 - Handling expatriate employee
 - Outsourcing
- Support, facilitate and lead the implementation related cost of improvement program to increase employee competency and productivity.

PROJECT

- I. Pluit 121 Office Building;
- II. Wonogiri site for set up;
- III. SAP HR;
- IV. Termination;
- V. Uninformal Education (LPK) for factory in bawen (semarang) and wonogiri;
- VI. KPI and training;

❖ *Moving Reason: Work Location*

Novotel Bandung; February 2011 – February 2013

Novotel Bandung an International chain Hotel and is a part of Accor Group. The Novotel Brand is a standardize Four Star Hotel which located in Jalan Cihampelas No. 23-25 Bandung, West Java.

Duty Station: Bandung West Java;

Position: Human Resources Manager, Assignments:

- Controlling Human Resources System;
- Planning, Monitoring and Evaluating Training for all Employee and Department;
- Responsible in Recruitment Process for all division;
- Responsible pay roll process and Service Charge;
- Responsible on affairs (permit), General affairs and the third party contract;
- Responsible on employee appraisal process and follow up;
- Prepare Legal Comment and Legal System for Management and base on Case;

❖ *Moving Reason: career improvement;*

Lembang Permata Recreation Estate & Burgundy Dine & Wine; January 2010 – February 2011

PT. Lembang Permata Recreation Estate is a Company with Real Estate core business, and Located in North Bandung with Eco-Premium concept. The Houses build base on contour of the hills; Burgundy Dine & Wine is a premium restaurant located in North Bandung with an open air concept. Both of this company was support by PT. Kurnia Astasurya. PT. Kurnia Astasurya is a textile company in Leuwigajah cimahi, West Java.

Duty Station: Maribaya, Lembang-West Java.

Position: Human Resources & Legal Manager, Assignments:

- Develop Human Resources System;
- Prepare Legal Comment and Legal System in Housing Loan;
- Responsible pay roll process;
- Responsible on affairs (permit) and General affairs;
- Responsible on employee appraisal process;

❖ *Moving Reason: balancing working time and married.*

Indonesia Ministry of Health/Global Fund-ATM; April 2008 – November 2009

Global Fund is an International Non-Governmental Organization focus on AIDS program, Tuberculosis program and also Malaria Program.

Duty Station: Jakarta, DKI Jakarta.

Position: Supervisor Human Resources Component Tuberculosis projects funded by Global Fund AIDS, TB and Malaria (GF-ATM) Component Tuberculosis,

Assignments:

- Full compliance of recruiting new employees, prepare contracts, review annual contract for employee in TB component-GFATM (Ministry of Health), both at head office and provincial office;
- Review and monitor of the implementation regulation in component tuberculosis, also recommend of revision and or update regulation;
- Assist other component (AIDS and Malaria) for HR Issues;
- Responsible pay roll process;
- Prepare report, update and give recommendation to Project Manager about government regulation that will take effect the project in Indonesia;
- Controlling, monitoring and providing Grand Agreement for 33 province and National also International Non-Governmental Organizations (NGO);
- Responsible on affairs (permit) that related to Civil Servant (PNS);
- Responsible on employee appraisal process.

❖ *Moving Reason: finish my master degree in Bandung;*

PT. Bank Mega,Tbk – West Java Region; Mei 2006 – April 2008

PT. Bank Mega, Tbk is a Private Devisa Bank in Indonesia; this bank a part of group in Para Group (Trans Corp, Para Finance, Mahadaya, and PT. Bank Mega)

Duty Station: Bandung, West java.

Position: Legal Officer, Assignments: as in charge for ensuring Bank Mega, Tbk safety in credit/lending and corporate account by providing legal analyst and legal opinion.

- Full Compliance of Credit requirements including provide legal analysis, legal opinion, collateral assurance, and credit disbursement;
- Responsible in credit settlement and collateral execution, that contributes profit to the bank.
- Managing contract and agreement;
- Provide legal advice and take in charge in front of court, police, and others;
- Provide and assisting customer service section in process of primary and major account;

❖ *Moving reason: willing to work in Jakarta*

PT Bank Bisnis Indonesia; April 2005 - April 2006

PT. Bank Bisnis Indonesia is a private Non-Devisa Bank in Indonesia; This Bank is support Dago Pakar Resort and Sunson Textile in Bandung. Duty Station: Bandung, West java.

Position: Legal Staff and Collateral Appraisal

Assignment: responsible in managing contract, providing collateral appraisal specially housing loan, Compliance of housing loan; review collateral price especially for housing loan; Provide legal advice;

❖ *Moving Reason: better salary*



Personal Data

Full name : Paul Antonius Sitepu
Place, date of birth : Bandung, September 2nd 1981
Gender : Male
Religion : Catholic
Permanent Residence: Jl. Permana Blok C4 No. 4 RT/RW 06/06
Cimahi 40512.
West Java, Indonesia
Mobile Phone : +6281220816786
Marital Status : Married

Education Background

2005-2010 : Business Law, Magister Business Law, Parahyangan Catholic University
2000-2005 : Faculty of Law, Parahyangan Catholic University
1997-2000 : Senior High School, SMU Santa Maria 1, Bandung
1993-1997 : Junior High School, SMP Waringin, Bandung
1987-1993 : Elementary School, SD Dwisakti, Bandung

Skills

1. Having knowledge and technical expertise on Human Capital;
2. Having knowledge and technical expertise on Legal & General Affairs;
3. Having knowledge and technical expertise on Industrial Relation & dealing with Union;
4. Having technical expertise in Managing Office and Employee;
5. Having knowledge and technical expertise on contracts Law;
6. Having knowledge and technical expertise on Business Law;
7. Having knowledge and technical expertise on Private Indonesia Law;
8. Having knowledge and technical expertise about Indonesia Labour Law;
9. Having knowledge and technical expertise about Indonesia Public Law;
10. A team player

Training & Seminars

17 - 18 July 2012.	Keys to Communication by Accor
21 - 25 May 2012.	Train the trainer by accor
22 – 24 April 2009	Certified Professional Human Resource (CPHR) held by Quantum Quality International;
1 - 3 December 2006	Training Service Skill and Know Your Customer, held by Bank Mega, Tbk;
15 June 2006 – 16 June 2006	Training 7 th Habit Highly effective people, held by Bank Mega, Tbk;
10 Mei 2005 - 2 July 2005	Training " <i>Pendidikan Khusus Profesi Advokat</i> " PERADI (Perhimpunan Advokat Indonesia) held by Ikatan Advokat Indonesia (IKADIN) and Padjajaran University, Bandung.
7 Agustus 2004	Training " <i>Mekanisme Bank Syariah</i> " held by Lembaga Pendidikan Perbankan Bina Justitia at Padjajaran University Bandung.
12 June 2004	Training " <i>Pengacara Kepailitan</i> " held by " <i>Ikatan Alumni Fakultas Hukum</i> " Catholic Parahyangan University and Law Firm Hotman Paris & Partners, Bandung
15 November 2003	Seminar " <i>Tindak Pidana Kesusilaan</i> " held by Ikatan Alumni Fakultas Hukum Catholic Parahyangan University, Bandung.

- 26 September 2003 Training "*Legal Officer*" held by Lembaga Pendidikan Perbankan Bina Justitia at Padjajaran University Bandung.
- 15 Mei 2003 Training "*Manager Credit*" held by Lembaga Pendidikan Perbankan Bina Justitia at Padjajaran University Bandung.
- 9 Mei 2003 Workshop "*Contract Drafting*" held by Himpunan Mahasiswa Program Studi Ilmu Hukum Faculty of Law Catholic Parahyangan University and Law Firm Lubis-Ganie-Surowidjojo.
- 30 November 2000 General English Intermediate at Continuing Education Unit at Catholic Parahyangan University, Bandung.
- 18 November 2000 Seminar "*Fungsi Computerized Legal Reaserch dalam membantu Legal Officer menghasilkan produk hukum guna menunjang pembangunan hukum di Indonesia*"; held by Faculty of Law Catholic Parahyangan University, Bandung.

Activities

- Febuary 2005 CEO of Kegiatan Bursa Tenaga Kerja V Koperasi Keluarga Besar Mahasiswa (KKBM) Catholic Parahyangan University at Pizet Conventional, Bandung.
- September 2004 CEO of Kegiatan Bursa Tenaga Kerja IV Koperasi Keluarga Besar Mahasiswa (KKBM) Catholic Parahyangan University at Landmark Building, Bandung.
- June 2004 Chairman of Koperasi Keluarga Besar Mahasiswa Universitas Katolik Parahyangan.
- February 2004 Security Coordinator Bursa Tenaga Kerja III Koperasi Keluarga Besar Mahasiswa (KKBM) Catholic Parahyangan University at Landmark Building, Bandung.
- December 2003 Chairman of Badan Pengawas Koperasi Keluarga Besar Mahasiswa (KKBM) Catholic Parahyangan University, Bandung.
- November 2002 Staff Secretary of Koperasi Keluarga Besar Mahasiswa (KKBM) Catholic Parahyangan University, Bandung.

August 2002	Part timer at Koperasi Keluarga Besar Mahasiswa (KKBM) Catholic Parahyangan University, Bandung.
April 2001	Staff Legislative at Lembaga Yudikatif Catholic Parahyangan University, Bandung.

Computer Skills

Microsoft Word, Microsoft Excel and able using internet

Language

Good in written and spoken English, Indonesia and Sundanesse

REFERENCES

Up On Request

All statements in this CV are true and correct to the best of my knowledge and belief.

Regards,

(Paul Antonius, SH, M. Hum, CPHR)