

Julina Barus

Head of Human Resources & People Operations

b.julina@yahoo.co.id

Summary

Female, Indonesian, An energetic HR Enthusiast who is a self-starter with excellent analytical, organizational and project management skills. Over 8 years in recruitment and employment processes who communicates and collaborates effectively with all levels of personnel by relying on excellent interpersonal skills, outstanding customer service and a solid expertise in human resources management. Detail-oriented who excels under tight deadlines, while anticipating and averting potential problems by proactively streamlining processes and well-versed in employee relations, coaching, performance management and change management.

Education

UNSW Australia

Master's Degree, Human Resources Management and Services, 2009 - 2011

Grade: 3.92

University of Indonesia

Master's Degree, Human Resources Management and Services, 2009 - 2011

Grade: 3.92

University of Indonesia

Bachelor's Degree, Science, 2005 - 2008

Grade: 3.98

Honors and Awards

Graduated with Honor : Summa Cum Laude

February 2011

GPA : 3.92

Graduated with Honor : Summa Cum Laude

February 2009

GPA : 3.98

Courses

Master's Degree, Human Resources Management and Services

University of Indonesia

Certified Human Resources Professional

Experience

Head of People Operations at Sleekr - Easiest HR Software

2016 - Present (less than a year)

NOT-JUST-an HR!

Technology companies today are growing at record speed. To keep up, we need an “all hands on deck” mentality. Everyone must be engaged in a shared plan, especially when scaling the organization. Companies need a team with a bird’s eye view--one that is specifically tasked with identifying organizational gaps and opportunities and can build the strategy to take action.

The technology job market is increasingly competitive-- Employees have plenty of options. Why should yours be the best one? We need to get strategic about how we scale and shape our organizational cultures.

What Does It Take?

Who you fire, hire and retain is one of the biggest factors in predicting future success. The team that owns this process must understand business goals, market trends, and must partner internally for strategic retainment. But it’s not just about firing and hiring--in high-growth technology companies, People Operations plays a critical role in implementing the strategies to promote cross-functional alignment, a unified corporate vision and more.

People Operations must have the authority to affect change. Executive sponsorship and engagement from the highest levels is required to move the needle. At Sleekr, my greatest ally is our CEO. Without support from him and the rest of senior leadership, nothing we do would be possible. But it’s not People Operations or executives’ responsibility alone--success requires a top-down and bottom-up approach and engagement from the entire organization.

In People Operations (you probably know us better as "Human Resources"), we "find them, grow them, and keep them" - bringing the world’s most innovative people to Sleekr and building programs that help them thrive. Whether recruiting the next great SleekrMania, refining our core programs, developing talent or simply looking for ways to inject more fun into the lives of our Work, we bring a data-driven approach that is reinventing the human resources field.

Project Manager & HR at Deliveriee On-Demand Logistics (Southeast Asia)

January 2016 - July 2016 (7 months)

Lab Business Funded by Inspire Ventures (www.deliveriee.com)

WELCOME TO THE REVOLUTION - Deliveriee is a mobile and web app that allows you to book and manage pickups and deliveries of almost anything in select metro areas across Southeast Asia. Our marketplace connects businesses and individuals with qualified drivers and their vehicles to provide

affordable and trustworthy service according to our strict quality standards. At present, Deliverree is serving businesses and individuals in the Bangkok and Jakarta greater metropolitan areas with more cities coming soon.

HR Manager at Inspire Ventures (Venture Capital ASEAN)

August 2015 - July 2016 (1 year)

www.delivereee.com

www.inspirevetures.com

1. Budgeting for Local Office

Work with Finance Manager to set the Annual Budget for Manpower and HR Needs, esp. In 2016

2. End to End Recruitment Process

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.

3. Onboarding

4. Orientation and Training

5. Employee Relations

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.

6. Compensation and Benefit

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.

End to End Payroll Process

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.

7. Review Performance

8. Monthly Report

9. Liaise with The local Governemen and Vendor (Insurance Provider, Travel Agents, Catering Vendor)

10. Administration

Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records including Expat Administration

Assistant Manager HR at Sinar Mas Land

September 2012 - August 2015 (3 years)

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, designed by Aedas, 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

HR Senior Supervisor at PT. Lippo Karawaci, Tbk

July 2009 - August 2012 (3 years 2 months)

a. I Was Conduct for records management and Administrative in human resources in the beginning of my year in LG, my job descriptions are most likely has related to administration, such as:

1. Ensure all of the employee's document and employee's data is well updated (in system and in filing)
2. Work together with IT in order to make sure that all of company's SOP is well updated in system and in file
3. Work with General Affair and Legal Team to ensure all of the rules in the company is well updated and well published
4. Prepare, collect, and analyse turnover data in every division
5. Assisted in Industrial relation management
6. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
7. Prepare Quarterly Report

b. At my second year, I was roled in to Compensation and Benefit Division with these duties :

1. Gather data from system (absence, overtime, on leave) and doing Payroll Services
2. Prepares reports by collecting, analyzing, and summarizing data and trends for salary research
3. Answered staff HR-related queries for benefit
4. Person in Charge for medical reimbursement, start from collect the medical reimbursement and review the claim document and follow up the claim.
5. Intermediary between employee and Insurance for medical inquiry for cashless system in Hospital for Employee

6. Analyse the Insurance Needs of Employee including provide the utilization of employee's claim for quarterly report

c. 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 :

Completes special projects by clarifying project objective; setting timetables and schedules; conducting research as well;

One of the project that I Assisted in 2012-2013 at LG is Call Center and Customer Service Division.

Languages

English

(Full professional proficiency)

Indonesian

(Native or bilingual proficiency)

Skills & Expertise

Training & Development

Organizational Development

Compensation & Benefits

Recruiting

Contract Recruitment

Workers' Compensation Claims

Salary Negotiations

Health Insurance

Employee Relations

Performance Appraisal

Management

Human Resources

Performance Management

Negotiation

Talent Management

Personnel Management

Job Descriptions

Interviews

Training

Marketing Strategy

HR Policies

Onboarding

Business Strategy

Microsoft Office

HRIS

Employee Benefits

HR Consulting

New Hire Orientations

Marketing Communications
Project Management
Employee Engagement
Leadership
Labor Relations
Strategic Planning
Customer Service
Payroll

Organizations

English Debating Course

Member

June 2006 to May 2008

Persatuan Catur Indonesia

Member

January 2007 to Present

Julina Barus

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4 people have recommended Julina

"She is a kind, compassionate woman. And she's HR. That's a perfect combo. What more can you ask? Also, Her warm personality kind of grows on you, you know? Needless to say, YES to Julina!"

— **Rico Soselisa**, *Business Program Manager (Deliverree Indonesia), Inspire Ventures (Venture Capital ASEAN)*, worked indirectly for Julina at Inspire Ventures (Venture Capital ASEAN)

"Julina is multi-talented and multi-tasking person. She's full of fresh and great ideas, and she can mix work-play hard and smart. No need to ask her favor, she will step up for every challenging tasks."

— **Mega Yanuar**, *Director Of Operations for Deliverree Indonesia, Inspire Ventures (Venture Builder ASEAN)*, managed Julina indirectly at Inspire Ventures (Venture Capital ASEAN)

"Julina is such a high spirit and energetic person, she can be fun but she also can be decisive as well..when something is wrong and Julina stand to clear the issue, you know that the same case wont happen again in the future, such a nice person to work with. "

— **Ratih Indriani**, *Office Manager, Inspire Ventures (Venture Builder ASEAN)*, worked directly with Julina at Inspire Ventures (Venture Capital ASEAN)

"I've been working with Julina at Lippo for 3 years. And For all of those years, I Never find she's complaining about anything. She is very reliable person with a warm personality. Very details in action, a great partners to have discussion with. With her Talent and her brain, i believe she would be an excellent Talent for every company she work with. Great Job Julina!!"

— **Bambang Hadi**, *Human Resources Director, Lippo Group*, managed Julina at PT. Lippo Karawaci, Tbk

[Contact Julina on LinkedIn](#)