Sony Edward Lubis

Assistant Manager HR - ComBen, Payroll & HRIS (2 years 9 months)
PT Yusen Logistics Indonesia

(+62) 0811146507 | sony_edwar@yahoo.com | IDR 18,000,000 | JAKARTA UTARA, Jakarta Raya

Experience

9 years of total experience

Aug 2013 - Present
(2 years 10 months)

Assistant Manager HR - ComBen, Payroll & HRIS
PT Yusen Logistics Indonesia

Industry	Transportation / Logistics
Specialization	Human Resources
Role	Compensation & Benefits
Position Level	Manager / Assistant Manager
Monthly Salary	IDR 11,500,000

- To setup and implement the HRIS system to replace the old payroll system.

- To ensure that the database migration successfully during the transition process.

- To process the salary payment employees on time.

- To coordinate with the internal Accounting team, 3rd party, such as Tax Consultant, Bank, and Actuary regarding the payroll process.

- Process All Employees Level Salary Payment (Staff - BOD), THR, Bonuses, Severance and maintenance the documents to filling them as well.

- Do the job as per SOP of ComBen-Payroll.

- Collecting the related data and input into the Payroll System.

- Do update for employees data record, such tax / marital status, deduction, loan, job titles, mutation / rotation that have been approved by management.

- Do salary increment process as per Performance Appraisal / Evaluation that also has been approved by management.

- Do monthly employee salary payment and coordinate with the Finance Department to release the payment as per schedule.

- Giving the information related the payroll as per scope.

- Keeping the payroll procedure running well and do update in the handbook if there is any new policy.

- Keeping the confidential data of employees salary.

- Keeping the professionalism and technical knowledge by attending related training/workshop/courses.

- Do filling systematically for the employees' record.

- To coordinate with the related parties, such as Finance & Accounting Dept, Tax Consultant, Jamsostek Office, Actuary, Bank, etc.

- To print the employee's salary slip.

- To update Basic Salary & Fix Allowance as of authority given.

- To report the registration and salary update of employees to Jamsostek side.

- To answer and give the information needed as per authority given.

- To keep all the employees level salary information, both Local and Expatriate.

May 2012 - Jul 2013
(1 year 2 months)

Payroll Head Department
PT Outsource Indonesia

Industry	Human Resources Management / Consulting
Specialization	Human Resources
Role	Management
Position Level	Supervisor / Coordinator
Monthly Salary	IDR 5,800,000

 - To lead the payroll team to do the payroll process well and correctly.

 - To ensure that the correctness the reports and as final checker before send to clients.

 - To give solutions for the payroll team if they find difficulties in the payroll process.

 - To handle and answers the complain from clients if they find any mistakes in the reports.

 - To do some technical meeting if there will be any prospect clients who look for payroll service.

 - To create SOP for Payroll Team Members.

 - To update and maintenance HRIS database.

May 2009 - Apr 2012
(2 years 11 months)

Payroll Officer
PT Outsource Indonesia

Industry	Human Resources Management / Consulting
Specialization	Human Resources
Role	Payroll Officer
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 3,500,000

 - Receive monthly payroll advice from the clients to be processed in the system.

 - Checking manually the tax and Jamsostek calculation wit the excel template to ensure that the calculation is correct. It means there always double check.

 - Prepare the complete payroll reports to be sent to clients for approval.

 - Once clients approve, then prepare fund requisition (consist of net pay and statutory payment amount) if client would like to pay via our service.

- Give the Tax Report (SSP & SPT PPh 21) and Jamsostek Report to client to be signed and stamp for payment and submission purpose

- Update employee data if there is any changing, e.g.: change of employee bank acc #, marital status, employment & appointment details, salary / allowances increment.

- Do some presentation regarding the payroll outsourcing services to any prospect clients.

Nov 2008 - Apr 2009 (5 months)	**EDP Staff** PT Gramedia Asri Media

Industry	Retail / Merchandise
Specialization	Clerical/Administrative Support
Role	Data Entry Personnel
Position Level	Staff (non-management & non-supervisor)
Monthly Salary	IDR 1,500,000

- Input Receiving Data of Books

- Editing Data Receiving

- Maintenance Hardware and Software

- Posting Receiving Stock Books

- Making Back Up Data

Feb 2007 - Oct 2008 (1 year 8 months)	**Sales Promotion Boy** PT Gramedia Asri Media

Industry	Retail / Merchandise
Specialization	Sales - Retail/General
Role	Others
Position Level	Fresh Grad / Less than 1 year experience
Monthly Salary	IDR 1,400,000

- Displaying Books

- Checking Stock of Books

- Re-ordering Manual Books that Having Good Selling

- Helping Customers to Find Out the Books they need

- Analyses The Books Selling In Order To Achieve The Target

Education

2017	**INSTITUT TEKNOLOGI BUDI UTOMO**

Bachelor's Degree in Computer Science/Information Technology | Indonesia

Major	Information Technology

2009	**INSTITUT BINA MANAJEMEN INDONESIA**

Associate Degree in Computer Science/Information Technology | Indonesia

Major	PROGRAMMING
CGPA	3.7 / 4.0

Skills

Intermediate	MS. OFFICE

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English	8	8

Jobstreet English Language Assessment (JELA)

Date Taken	1 May 2011
Score	28/40

Additional Info

Expected Salary	IDR 18,000,000
Preferred Work Location	Anywhere in Indonesia, Anywhere in Singapore, North America

Other Information

Energetic, Healthy, and Easy Going Person. Like to have a lot of friends, keep good relationship. Hobbies are reading books, browsing to update any information.

About Me

Gender	Male
Age	28
Address	JL. KEBON BARU GG. III BLOK R NO. 41, RT. 0018/012 KEC. CILINCING KEL. SEMPER BARAT, 14130, JAKARTA UTARA, Jakarta Raya, Indonesia
Nationality	Indonesia