**CURICUM VITAE**



*PERSONAL DETAIL*

*Name : Jimmy M.O.R Tinambunan*

*Address : Komplek DKI Blok Q3/20-21*

*Kel. Pondok Kelapa Jakarta Timur 13450*

*Telephone : 081380884344*

*Place/Date of Birth : Balige / 18 November 1975*

*Email :* [*jimmytinambunan@gmail.com*](mailto:jimmytinambunan@gmail.com)

*jhon\_mort@yahoo.com*

*Maritial Status : Single*

*Religion : Catholic*

*EDUCATION BACKGROUND*

* *St.Francesco Elementary school Balige, 1982 - 1988*
* *St.Fransiskus Bintang Timur Junior High School, Balige, 1988 - 1991*
* *St.Fransiskus Bintang Timur Senior High School Rantau Prapat, 1991 - 1994*
* *Sekolah Tinggi Management Transport Trisakti Jakarta,1996-2000*

*QUALIFICATION*

*- Typing.*

*- Operating computer: Ms Office, internet and email*

*INTEREST*

*- Music, art, read books, watching movie and sport.*

*TRAINING*

1. *Job Training In Soekarno Hatta International Airport from February 7-March 31, 2000*

*EXPERIENCE*

1. ***PT. Abdi Raharja*** *(automotive company) as sales from June - July, 2002*
2. ***PT.Virtual Indonesia Persada*** *(Freight Forwarding Company) as* ***staff Import (Operational import staff)*** *located in Jakarta Barat started from February, 2003 - July, 2006. Responsibility to input document PIB via data entry Electronic Data Interchange (EDI), and completely & finishing import document for custom clearance such: B/L, Packing List, Invoice, D/O, Pinjaman Container, Insurance from Maritime Insurance, Order Form, DNP(Deklarasi Nilai pabean), SSPCP(Surat Setoran Penerimaan Cukai Pajak), Pinjaman Container, surat kuasa. Responsibility to completely other original document such: form Quarantine, SNI, Quality and Quantity Certificate, Halal Certificate, Health Certificate, Certificate Original, Phitosanitary Certificate. Monitoring shipment schedule from shipping company. Responsibility finishing document import at Pendok in Tanjung Priok Port Jakarta starter taking Instruksi Pemeriksaan (IP), Bahandle in area container, after that taking Laporan Hasil Pemeriksaan(LHP), and finally SPPB.*
3. ***PT.Tri Samudera Raharja*** *(Freight Forwarding Company) located in Semarang, started from August, 2006 - February, 2008* ***as Import Staff (Operational Import******staff)****. My responsibility to completely and finishing import document (BC 2.0) at pendok KPBC Tanjung Mas Semarang such: B/L, Packing List, Invoice, D/O, Pinjaman Kontainer, Insurance from Maritime Insurance, DNP, surat kuasa, SSPCP(Surat Setoran Penerimaan Cukai Pajak), and other document: form Quarantine, Phitosanitary Certificate. Also responsibility finishing import document at Pendok in Tanjung Mas Semarang port starter taking Instruksi Pemeriksaan(IP), Bahandle in area container, after that taking Laporan Hasil Pemeriksaan(LHP), and finally SPPB.*
4. ***PT. Ekacitta Dian Persada*** *(Distribution, Trading and importer Chemicals/Raw material Company) as* ***staff import****, located in Kedoya, Jakarta Barat started from August, 2008 - April, 2010. My responsibility to monitoring import goods, preparing administrative data document Import for custom: B/L or AWB, Packing List, Invoice, surat kuasa, D/O, Pinjaman Container, maritime insurance, SSPCP, SIUP, API, NPWP. Input data document import to NSW (National Single Window) via system in computer. Completely data document import for three Directorates in BPOM/FDA (Food Drugs Agency): Food Directorate, Drugs Directorate, and Traditional Medicine Supplement/Cosmetics Directorate include: Surat Permohonan Bahan Baku, Surat pernyataan, B/L, Invoice, packing List, Copy MSDS, copy COA, copy Health Certificate, copy specification product. Prepare original document Import from principal like Certificate of Analysis, Health Certificate or Free Sale Certificate, Specification Product, MSDS (Material Safety Data Sheet).Taking Surat Keterangan Import(SKI) from BPOM. Prepare other document like Quarantine Document, Fumigation document and certificate fumigation. Monitoring shipping agent to know about schedule and location. Check all bill document Import from Forwarder Company, entry bill calculation Import via system into computer and finally reporting to the Accounting division.*
5. ***PT.AmorePacific Corporation ( Korean Manufacturing Cosmetics Company )****From November 2014-Present. Located in Megakuningan Jakarta Selatan, as* ***Senior Import Excecutive****. My duty to Create and prepare document import clereance: BL/AWB, packing list, invoice, other data administration import, and make sure all procesing document is complete. Comunicate with head office by email about document import espessialy fo COA, status shippement arrival and depart from origin country and also shipping Agent company, continue to dealing with forwarder company to assist proces clearance import, and until delivery container from port area to warehouse. Checking PIB draft from forwarder company, create and input document by NSW to release SKI (Surat Keterangan Import)to BPOM (Food and Drugs Agency), prepare data document espessially to release L S, geting V.O and V.O Number from KSO Original Country, Request For Inspection, release Inspection Result from Original Country, finally release L S report KSO Surveyor from Original Counry by KSO Surveyor Indonesia. Updating Realization Import to Indonesia Trade Ministry in every month, Updating shipment status and BPOM notification status in weekly and report to manager.*

*Sincerely yours,*

*Jimmy M.O.R Tinambunan*

*Enclosed:*

*My Photograph and copy Identity card*

*Copy of my transcript*

*Copy of my certificate Collage Trisakti*

*Copy of my certificate job Training Programme at PT. Gapura Angkasa*