

# *Curriculum Vitae*

## PERSONAL DATA

Name : Reddy Marpaung  
Place/ Date of Birth : Madiun, 14 September 1981  
Marital Status : Single  
Address : Jl. Durian R18 Mekarsari Cimanggis  
Depok- Jawa Barat  
Sex : Male  
Health : Good  
Religion : Christian  
Id Card : 3276021403810005  
Hobby : Music, Traveling ad Sport  
Mobile : 082123072999  
E-mail : reymarpaung17@yahoo.com



## EDUCATIONAL BACKGROUND

Institution : Satya Wacana University - Salatiga  
Majoring : Faculty of Law/S-1  
Field of Study : Law

## PROFESSIONAL EXPERIENCES

### 1. PT. LHO LOAN KARYA BERSAMA

Period : January 2015 – September 2017  
Position : Freelance Legal & Contracts for Outsourcing

### 2. PT. DANA PUMA INVESTAM

Period : October 2013– December 2014  
Position : Building Manager

### 3. PT. KOMPETENSI UNGGUL INDONESIA

Period : July 20012– July 2013  
Position : HRD Legal

### 4. PRAMUDYA & PATNER LAW FIRM

Period : August 2008 – July 2012  
Position : Lawyer

### 5. PT. SKY VISION

Period : March 2008 – August 2008  
Position : Call Center Officer

### 6. HSBC BANK

Period : August 2006 – February 2008  
Position : Personal Loan Officer

## **JOB DESCRIPTION**

### **1. Job Description of Freelance Legal & Contracts for Outsourcing**

1. Plan and manage recruitment and selection of staff.
2. Plan and conduct new employee orientation.
3. Identify and manage training and development needs for employees.
4. Develop and implement human resources policies and procedures.
5. Administer HR policies and procedures.
6. Administer compensation and benefits.
7. Ensure compensation and benefits are in line with company policies and legislation.
8. Benchmark compensation and benefits.
9. Support annual salary review.
10. Implement and monitor performance management system.
11. Handle employee complaints, grievances and disputes.
12. Administer employee discipline processes.
13. Conduct exit interviews.
14. Review and update employee rules and regulations.
15. Maintain the human resource information system and.
16. Employee database.
17. Coordinate employee safety, welfare and wellness.
18. Maintain knowledge of legal requirements and government reporting regulations affecting HR functions.
19. Help develop federal and state programs, draft and interpret laws and legislation, and establish enforcement procedures.

### **2. Job Description of Building Manager**

1. Monitoring Maintenance and Oversee at BCA Building Gajah Mada.
2. Overseeing the daily operations of the building.
3. Cash management and accounting.
4. Event management duties – greeting clients, taking care of hospitality needs, answering questions.
5. Touring the building and handling problems according to the policies and procedures.
6. Acting as a liaison between the users of the facility and the various operations which serve them with a focus on customer service.
7. Room Set-ups for major events, meetings and conferences.
8. Maintain and monitor equipment in the building.
9. Completion and filing of shift, event management, accounting, incident and maintenance reports.
10. Provide additional coverage when necessary.
11. Open building to the community
12. Secure building at closing
13. Attendance at all staff meetings and training sessions;
14. Other duties as assigned.
15. These duties include any special projects that staff members may ask you to do. A staff member will clear the specific task before you are assigned to do that duty.

### **3. Job Description of HRD Legal**

1. Handling of the Document and agreement
2. Clarify who is responsible for what within the company. They also help define relationships between individuals, between departments, etc. By accomplishing this, they can settle grievances, minimize conflicts, and improve communications.
3. Help the jobholder understand the responsibilities of the position. This not only enables the employee to assess the relative importance of everything he or she is accountable for, but also provides a sense of where the job fits in to the company as a whole.
4. Assist job applicants, employees, supervisors, and human resources professionals at every stage in the employment relationship, from recruitment to retirement. They provide information about the knowledge, training, education, and skills needed for each job. They prevent unnecessary misunderstandings by telling employees what they need to know about their jobs.
5. Help management analyze and improve the company's structure. They reveal whether all company responsibilities are adequately covered and where these responsibilities should be reallocated to achieve a better balance.
6. Provide a basis from which to determine whether a disabled applicant is otherwise qualified for the job and, if so, to assist in determining what accommodation would be required for the applicant to be able to perform the essential functions of the position

### **4. Job Description of Lawyer**

1. Handling of lawsuit
2. Represent clients in court or before government agencies.
3. Represent the interests of clients in legal proceedings.
4. Present evidence to defend clients or prosecute defendants in criminal or civil litigation.
5. Represent the interests of clients in legal proceedings.
6. Select jurors, argue motions, meet with judges, and question witnesses during the course of a trial.
7. Interview claimants to get information related to legal proceedings.
8. Meet with individuals involved in legal processes to provide information and clarify issues.
9. Represent the interests of clients in legal proceedings.
10. Interpret laws, rulings and regulations for individuals and businesses.
11. Provide legal advice to clients.
12. Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases.
13. Research relevant legal materials to aid decision making.
14. Identify implications for cases from legal precedents or other legal information.
15. Present and summarize cases to judges and juries.
16. Represent the interests of clients in legal proceedings.
17. Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal.

18. Prepare documentation of legal proceedings.
19. Prepare legal documents.
20. Analyze the probable outcomes of cases, using knowledge of legal precedents.
21. Identify implications for cases from legal precedents or other legal information.
22. Examine legal data to determine advisability of defending or prosecuting lawsuit.
23. Research relevant legal materials to aid decision making.
24. Identify implications for cases from legal precedents or other legal information.
25. Evaluate findings and develop strategies and arguments in preparation for presentation of cases.
26. Identify implications for cases from legal precedents or other legal information.
27. Advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.
28. Provide legal advice to clients.
29. Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.
30. Interview claimants to get information related to legal proceedings.
31. Negotiate settlements of civil disputes.
32. Arbitrate disputes between parties to resolve legal conflicts.
33. Prepare and draft legal documents, such as wills, deeds, patent applications, mortgages, leases, and contracts.
34. Confer with colleagues with specialties in appropriate areas of legal issue to establish and verify bases for legal proceedings.
35. Supervise legal assistants.
36. Supervise activities of other legal personnel.
37. Probate wills and represent and advise executors and administrators of estates.
38. Represent the interests of clients in legal proceedings.
39. Provide legal advice to clients.
40. Perform administrative and management functions related to the practice of law.
41. Search for and examine public and other legal records to write opinions or establish ownership.
42. Evaluate information related to legal matters in public or personal records.
43. Act as agent, trustee, guardian, or executor for businesses or individuals.
44. Represent the interests of clients in legal proceedings.
45. Help develop federal and state programs, draft and interpret laws and legislation, and establish enforcement procedures.
46. Draft legislation or regulations.
47. Work in environmental law, representing public interest groups, waste disposal companies, or construction firms in their dealings with state and federal agencies.
48. Represent the interests of clients in legal proceedings.

## **5. Job Description of Call Center Officer**

1. Attending to customer complaints and/or information requests.
2. Answer calls and respond to emails.
3. Handle customer inquiries both telephonically and by email.
4. Research required information using available resources.
5. Manage and resolve customer complaints.
6. Provide customers with product and service information.
7. Enter new customer information into system.
8. Update existing customer information.
9. Process orders, forms and applications.
10. Identify and escalate priority issues.

11. Route calls to appropriate resource.
12. Follow up customer calls where necessary.
13. Document all call information according to standard operating procedures.
14. Complete call logs.
15. Produce call reports.

## **6. Job Description of Personal Loan Officer**

1. Analyzing Applications credibility's
2. Contact Companies or people to ask if they need a loan
3. Meet with loan applicants to gather personal information and answer questions
4. Explain different types of loans and the terms of each one to applicants
5. Obtain and verify financial information, such as the applicants
6. Analyze and evaluate the applicants finances to decide if the applicants should get the loan
7. Approve loan applicants or refer them to management for a decision

## **TRAINING & CERTIFICATION**

1. Training By PERADI
2. International Marine Authority Practices Seminar by Todung Mulya Lubis
3. Industrial Relations Practices by Abraham Amos

## **CAPABILITY**

1. Familiar with MS Office Proccessional: Microsoft Windows Family (MS Word, MS Excel, MS Power Point Application, Internet , Email
2. Familiar in English (Oral and Written)
3. Able to work under pressures
4. Able to work in group or team

## **STRONG POINT**

1. Able to communicate among all level in local and expatriate
2. Good Planning, Reporting and Analyzing
3. Able to finish the project with minimum supervision
4. Cooperation and team spirit to achieve maximum result

## **EXPECTED SALARY**

Negotiable