

## CURRICULUM VITAE

### PERSONAL DETAIL

NAME : SULISTYO PAMBUDI  
 ADDRESS : Jl. Rawa Semut 009/011, Margahayu  
 BEKASI TIMUR 17113  
 PLACE/DOB : Kebumen, 22 Februari 1968  
 MARITAL STATUS : Married - 1 Children  
 BLOOD TYPE : B  
 NATIONALITY : Indonesian  
 RELIGION : Moslem  
 AGE : 45  
 DRIVING LICENSE : SIM A  
 OWN VEHICLE : Motor Cycle



### FORMAL EDUCATION :

PERIOD	SCHOOL	DEGREE	MAJOR	PLACE
1986 - 1990	IKIP RAWAMANGUN	Bachelor Degree	Geography	Jakarta

### INFORMAL EDUCATION :

PERIOD	INSTITUTION	COURSE / TRAINING	PLACE
1996 - 1998	International Center Education	Japanese Education	Japan

### LANGUAGE SKILL :

LANGUAGE	SPEAKING	WRITING
English	Communicative	Fair
Japanese	Communicative	Fair

### WORK EXPERIENCE :

PERIOD	COMPANY	POSITION & RESPONSIBILITIES	PLACE
March 2013 - Present	PT. Langkah Pasti  Consultancy & Coaching	<b>Interpreter</b>  <b>Responsibilities:</b> - Translate book - Seminar preparation - Documents preparation - Marketing preparation (prepare pamphlets, flyers)  <b>Reason for leaving :</b> To find a better opportunity	Bekasi
October 2012 - March 2013	PT. Boga Tata Laksana  Food & Beverages	<b>GA Manager</b>  <b>Responsibilities:</b> Responsible for all internal and external affairs of	Jakarta

PERIOD	COMPANY	POSITION & RESPONSIBILITIES	PLACE
	(coffee shop & bakery, central kitchen, fine dining)	<p>the company so expect daily operations can be run well</p> <ul style="list-style-type: none"> <li>- Doing purchasing corporate assets (eg purchase of kitchen tools, and so on).</li> <li>- Administer or maintenance of company assets (eg schedule auto repair or service operations, buildings, etc.)</li> <li>- Dealing with third parties under the franchise agreement (such agreement to take care of opening a branch)</li> <li>- Set up a schedule or agenda arrivals company</li> <li>- Arrange accommodation for business trips.</li> <li>- Taking care of correspondence Ichidaigen Jakarta - Ichidaigen Japan</li> <li>- Translating documents Japan - Indonesia and vice versa</li> <li>- Filtering information from Japan to be balanced</li> <li>- Preparing Franchise SOP of Ichidaigen in Indonesia</li> <li>- Helping Mr. Takahashi (chef) in the preparation of Daily and Monthly Sales Report</li> <li>- Develop and design the operational standards of work</li> <li>- Handle IT and Website development with Mr. Takahashi</li> <li>- Prepare and develop an application (VB, VB.Net or PHP)</li> <li>- Creating design (Invitations, Discount vouchers, flyers, books menus, etc.)</li> <li>- Planning system work for all jobs run systematically</li> <li>- Working in Team Management Team Work BTL to cultivate the company into a better direction</li> </ul> <p><b>Reason for leaving :</b>  Found new working environment  Can improve my career  Family organization</p>	
June 2004 - April 2011	STBA CHP Educational Institution	<p><b>Head of Teacher</b></p> <p><b>Responsibilities:</b>  Target Occupation:  Chairman of the Department shall carry out Japanese language education policy and teaching, research and community service in some branch of science or a language, a particular technology or arts education program in accordance with existing legislation and regulations</p>	Bekasi

PERIOD	COMPANY	POSITION & RESPONSIBILITIES	PLACE
--------	---------	-----------------------------	-------

		<p>Authority:</p> <ul style="list-style-type: none"> <li>- Develop educational programs and teaching in a part or one branch Japanese science, technology, Japanese, or Japanese art</li> <li>- Implement educational programs and teaching</li> <li>- Organize and execute the test</li> <li>- Monitor and evaluate the implementation of education and teaching</li> <li>- Evaluation and curriculum development</li> <li>- Develop research programs for the development of some or one branch science, technology, or a particular art</li> <li>- Specifies the supervisor for research students</li> <li>- Plan and organize the implementation of community service activities on one branch of science, technology or particular art</li> <li>- Monitor and evaluate the implementation of community service at one branch of science, technology or particular art</li> <li>- Develop and promote appropriate language technology</li> <li>- Develop training programs and development of faculty and staff the technician</li> <li>- Provide monthly reports to immediate supervisor</li> <li>- Conduct staff &amp; lecture recruitment institution needs</li> </ul> <p><b>Reason for leaving :</b> Does not match the discretion of the management that no longer has the honesty.</p>	
September 1998 - September 2004	STBA JIA  Education Field	<p><b>Secretary of Japanese Department</b></p> <p><b>Responsibilities:</b> Secretary of the Japanese Language Department is implementing elements of faculty in fields of study Japanese Language and Literature who has the task to help the Japanese Language Department Chairman in carrying out everyday tasks</p> <p>Authority:</p> <ul style="list-style-type: none"> <li>- Develop and propose a list of names of teachers and schedules lectures each semester to the Chairman of the Department of Japanese Language</li> <li>- Assist the implementation of educational programs and teaching</li> <li>- Implement the announcement of exam results</li> <li>- Schedule the use of laboratories/ studios for education and the study</li> <li>- Sending reports the results of research and community service performed by students</li> </ul>	Bekasi
<b>PERIOD</b>	<b>COMPANY</b>	<b>POSITION &amp; RESPONSIBILITIES</b>	<b>PLACE</b>

		<p><b>Reason for leaving :</b>  Helping the other universities (STBA CHP (Cipto Hadi Pranoto))  Help develop new institutions that newly established.  Receive a more challenging responsibilities.</p>	
May 1998 - December 2004	<p>PT. Sankyu International Indonesia</p> <p>Japanese Maintenance of Building Industry (Factory Installation)</p>	<p><b>HRD &amp; GA Manager</b></p> <p><b>Responsibilities:</b>  Target Occupation  In general maintenance care facilities and buildings, and facilities purposes of office equipment, legislation, disturbance, fire, safety and security, reception and so on.  - Industrial Relation  - Community Development &amp; Corporate Social Responsibility  - Performance Management  - Rewards &amp; Punishment  - Learning &amp; Educating  - Recruitment  - Organizational Development and Talent Management</p> <p>Authority:  - Creating a planning schedule maintenance and office facilities to repair the damage  - Schedule planning Asset Inspection Company and reported to the FAA Dept  - Securing my Company's facilities and assets of the Company  - Dealing with third parties in the purchase agreement or lease (e.g. care of the office space lease extension agreement)  - Set the schedule/ agenda arrivals companies (e.g. for booking hotels, booking airline tickets, arrange appointments, etc.)  - Arrange accommodations for official travel office employees</p> <p>Responsibilities:  - Responsible for fulfillment of the required licensing company  - Responsible for maintaining good relations with the environment surrounding the company  - Responsible for periodic reporting of the existence and condition of the company's assets  - Responsible for maintenance of office facilities  - Responsible for the availability of stationary needs  - Responsible for security throughout the office facilities and assets  - Conduct staff recruitment company needs  - Conducting training of employees in accordance with business development</p>	Cikarang

		<ul style="list-style-type: none"> <li>- Establish cooperation with educational institutions or bond who graduate in order to get qualified employees</li> <li>- Supervising the payroll and administration</li> <li>- Checker reports from the outsourcing of personnel (security guards and cleaning service)</li> </ul> <p><b>Reason for leaving :</b> Resigned for personal reasons</p>	
February 1993 - March 1996	PT. Procter & Gamble Indonesia  Customer Goods Industry	<p><b>Logistic Supervisor</b></p> <p><b>Responsibilities:</b> Target Occupation Managing Warehouse function to ensure the process of receiving, storing and expenditures products always meet the requirements of Buyer or Customer and company goals and regulations</p> <p>Authority:</p> <ul style="list-style-type: none"> <li>- Authority to manage all Warehouse activities, including accepting or rejecting requests expenditures</li> <li>- Proposed the promotion and give reprimands or warnings orally and in writing to any personnel under it</li> </ul> <p>Main Responsibilities</p> <ul style="list-style-type: none"> <li>- Ensure the achievement of Quality Objectives Warehouse</li> <li>- Propose policies Warehouse</li> <li>- Ensure completeness of revenue administration, storage &amp; expenditures</li> <li>- Ensuring security of the goods stored in warehouse</li> <li>- Create and establish procedures &amp; work instructions related to the Warehouse</li> <li>- Ensuring the supply of goods from warehouse to production on time</li> <li>- Conduct periodic performance reviews Warehouse Company needs or demand management</li> </ul> <p>Additional Responsibility:</p> <ul style="list-style-type: none"> <li>- Ensuring control of documents related to the Warehouse in accordance with the requirements of ISO</li> <li>- Attend management meetings or other meetings in the company</li> <li>- Provides training in Warehouse or other areas under their control</li> <li>- Maintain communication and coordination with all parties related to the Warehouse</li> <li>- Ensures maintenance of equipment in accordance Warehouse</li> <li>- Self-set task and approved supervisor or additional tasks given by the employer</li> </ul> <p><b>Reason for leaving :</b></p>	Jakarta

		Study abroad in Japan	
January 1992 - February 1993	Maclana Sari Artha Forwarding Industry  Local Company	<b>EXPORT-IMPORT Manager</b>  <b>Responsibilities:</b> - Prepare Exim Document - EPTE - Update tariffs, license, policy, laws, restrictions, routes, handling and care of goods under transport - Inventory management and also stock position - Duty to regulate, oversee the work of subordinates in order to run properly - Set the budget, cash in, cash out the money and the company - Making plans and sales targets - Responsible for the company to remain Profitable  <b>Reason for leaving :</b> Got new career Enhancement	Cikarang
January 1989 - December 1991	HSW Internasional  Japanese Gauntlet & Safety Clothes Factory	<b>HR &amp; GA Manager</b>  <b>Responsibilities:</b> Target Occupation: Doing the maintenance of all permits required by the company, maintaining good relations with the environment around the company and with local government, recording and reporting of the Company Assets, performs maintenance and repair of office facilities, and ensuring the availability of office needs, as well as facility security office and corporate assets.  Authority: - Creating a planning schedule maintenance and office facilities to repair the damage - Schedule planning Asset Inspection Company and reported to the FAA Dept - Securing Your Company's facilities and assets of the Company - Dealing with third parties in the purchase agreement or lease (e.g. care of the office space lease extension agreement) - Set the schedule / agenda arrivals companies (e.g. for booking hotels, booking airline tickets, arrange appointments, etc.) - Arrange accommodations for official travel office employees  Responsibilities: - Responsible for fulfillment of the required licensing company - Responsible for maintaining good relations with the environment surrounding the	Jakarta

		<p>Company</p> <ul style="list-style-type: none"> <li>- Responsible for periodic reporting of the existence and condition of the company's assets</li> <li>- Responsible for maintenance of office facilities</li> <li>- Responsible for the availability of stationary needs</li> <li>- Responsible for security throughout the office facilities and assets</li> <li>- Human Resource Development, Training, Implementation and Monitoring Effectiveness Against Employee in accordance with company requirements</li> <li>- Main tasks: Personnel, Recruitment, Training &amp; Development, General Affair</li> </ul> <p><b>Reason for leaving :</b> Got new career Enhancement</p>	
--	--	--	--

**COMPUTER SKILL :**

Ms Office, Internet Literate
------------------------------

**OTHER SKILL :**

<ul style="list-style-type: none"> <li>- Programming Software: VB</li> <li>- Graphic Design, IT Support, CorelDraw, Photoshop</li> </ul>
--

**QUALIFICATION / SUMMARY :**

<p>I am holds Bachelor Degree from IKIP Rawamangun, Jakarta, majoring in Geography.</p> <p>I have a total of 24 years work experience with exposures in HR GA, Japanese Language Teacher, and Interpreter. Previously I was working as GA Manager for PT. Boga Tata Laksana (F&amp;B), with area of responsibilities for fulfillment of the required licensing company, maintaining good relations with the environment surrounding the Company, responsible for periodic reporting of the existence and condition of the company's assets. I am directly reports to Director and Owner. I am keen on Creating concepts, work plan, implement and develop the concept and plan. I also enjoy a work environment whereas I can contribute ideas and thoughts. I also has experienced at PT. Sankyu International Indonesia as HR GA Manager for more than 6 years with main area of responsibilities:</p> <ul style="list-style-type: none"> <li>- Industrial Relation</li> <li>- Community Development &amp; Corporate Social</li> <li>- Performance Management</li> <li>- Rewards &amp; Punishment</li> <li>- Learning &amp; Educating</li> <li>- Recruitment</li> <li>- Organizational Development and Talent Management</li> </ul>
---

Moreover, I have several projects as an interpreter in:

- IZUMI TILE
- TADMANSORI
- DENSO COMPRESSOR
- ASAHI DENSO
- SUZUKI MOBIL INDONESIA
- TOPLA ABADI JAYA
- HONDA PRESISI INDONESIA
- SAINEN
- TMMIN
- YAMAHA MOTOR MANUFACTURING INDONESIA
- etc

Some of my achievements are:

- Develop and implement Kaizen System in Corporate Management
- Developing the concept and create a new SOP
- Build and develop the smaller courses institution

My Personality Profiling indicates that I have the Ability to fight hard for results and/or procedures to ensure quality and correctness, Ability to ask the right questions to uncover hidden facts, Avoids favoritism when evaluating personnel, and I Will combine analytical and intuitive skills when dealing with complex issues.

Overall, I have a pleasant personality, good in Japanese, both written and spoken. I also can speak English at communicative level.