



## RESUME

# ALBERTUS BINSAR TOBING

### CONTACT INFO

Address : Jl. Summagung I No. 17  
Kelapa Gading – Jakarta Utara 14250

Telephone No. : -

Mobile No. : +628566098793

Email : [albert.tobing@yahoo.co.id](mailto:albert.tobing@yahoo.co.id) or [albertus@intracopenta.com](mailto:albertus@intracopenta.com)

### PERSONAL PARTICULARS

Full Name : Albertus Binsar Mangara Tua Hamonangan Tobing

Nick name : Albert

Place, Date of Birth : Bandung, 06 March 1985

Nationality / Ethnic : Indonesia / Batak

Gender : Male

Religion : Catholic

Marital Status : Single

Hobby : Reading newspaper & magazine, Automotive, Basket Ball and Traveling.

Social activities : Gereja Katolik St. Yakobus, Kelapa Gading (Member)

Others : Hands-on individual, strong drive, self-starter and self-motivated, with excellent team-player skills. Independent, mature, committed to excellence, having tenacity and strong will to initiate changes, capable of handling multiple tasks & programs.

Social Card No. : 10.5508.060385.1003

Licenses No : SIM A 810307140082  
SIM C 810307140082

### HIGHEST QUALIFICATIONS

#### Diploma's Degree

Field of Study : Banking and Finance

Major : Accounting

Institute/University : Politeknik Negeri Medan – Sumatera Utara, Indonesia

Grade : Grade A/1st Class (2.61 Scale of 4.00)

Graduation Date : October 10, 2005

### TOP SKILLS

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Time	Proficiency
Computer (MS Office, Internet, E-mail)	8 years	Advanced
English Language	7 years	Intermediate

## PREFERENCES

Expected Monthly Salary : Rupiah 3.500.000 Net/Month (negotiable)  
Availability : Immediately after notice period of 1 month(s)

## EDUCATIONAL BACKGROUND

1. Elementary School : SD Don Bosco, Semarang, 1990 - 1996
2. Junior High School : SMP St. Thomas I, Medan, 1996 - 1999
3. Senior High school : SMA Negeri 22, Bandung , 1999 - 2002
4. Diploma's Degree : Politeknik Negeri Medan North Sumatera, 2002 - 2005  
Majoring in Accounting, GPA 2.61 scale of 4.00

## PROFESSIONAL EXPERIENCES

### PT. INTRACO PENTA Tbk, JAKARTA

Duration : November 2006 - Present  
Status : Public Company  
Industry : Heavy Equipment Company.  
Product : Excavator, Wheel Loader, Trucks.  
Market : Domestic (100%), Export (0%)  
Position Title : Administration & Data Base Officer of Training & Development Department  
Directly Report To : Training & Development Department Manager

#### Area of responsibilities:

1. Manage training schedule each month and prepare accommodation during the training held.
2. Arrange traveling fee, tickets, and accommodation if there is any jobsite for Instructor.
3. Make a certificate for the training participants and record training to database.
4. Make a report of traveling fee for each instructor and report it to Accounting Dept.
5. Follow up to the customer about heavy equipment delivery time in order to make a schedule for customer training.
6. Find and make a deal with the supplier to provide snack and lunch for training.
7. Preparing all training equipment to support training progress.
8. To order stationary and souvenir for training participants, handle petty cash for Training department daily use.
9. To prepare handout for each of training participants.
10. Maintaining training database to support requisition for employee training needs from HR Department.

### PT. WILLMAR GROUP PLANTATION, PEKANBARU - RIAU

Duration : March 2006 - November 2006  
Status : Private Company  
Industry : Palm Oil Mill  
Product : Crude Palm Oil (CPO)  
Market : Domestic (40%), Export (60%)  
Position Title : Store (Logistics & Warehouse) Supervisor  
Directly Report To : Mill Manager

**Area of responsibilities:**

1. To manage day to day warehousing activities including inventory movement in warehouse, secure physical inventory storages, take care of cleaning area, inventory card update.
2. Supervising physical inventory count as periodically, and ensure accuracy stock.
3. To ensure the efficiency of loading and unloading time for finished goods and raw materials, efficient lay out management of the warehouse space (maximum and optimum utilization)
4. Ensure the documents issued by warehouse are correct, complete and accurate perform regular physical inventory counts and prepare reports and the existing quantities (daily and monthly).
5. Manage the total of goods (in price) not higher than 1 Billion Rupiah in a month, make a report for monthly meeting such as purchasing, consumption of goods, last stock in warehouse and to predict consumable goods or part for the next month.
6. Controlling consumption of goods or parts in each department especially Maintenance Department and Administration Department to avoiding over budget.
7. Follow up delivery time of consumable parts and office stationery to the unit office.

**REFERENCES**

1. Ir. Maruli Hutagalung, Mill Manager PT. Willmar Group Plantation, PKS Murini Sam - Sam II, Pelintung - Dumai. Mobile No: 081539970777
2. Maharis Tobing, Business Executive PT. Metro Data Tbk. Mobile No: 0817881192