

# **RESUME**

**Emmy Zola**

2020

## Personal Details

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**Name** : Emmy Zola

**Date Of Birth** : 22 September 1963

**Nationality** : Indonesian

**Formal Education** : S1 Management

**Non Formal Education** : Custom Asesor of SKK Migas

**Marital Status** : Married with Children

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# Career Summary

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## 1<sup>st</sup> May 2015 to present

### **Production Testers International (PT. Production Testers Indonesia)**

Returned to Pro Teknik Indonesia (Production Testers International Group) as HR & Business License Coordinator to support their developing Indonesian business / operations.

#### **Overall Purpose of the Job :**

- HR Duties
- Secretarial and administrative support to the Country Manager and other office Managers
- To collate necessary information in preparation of Immigration work permits and visas (expats), Custom importation permits, Man-power regulation coordination and Employee Handbook preparation and approval, and other Governmental permits, licenses, approvals and liaison etc...
- Prepare import duty calculations for the importation of company oil field equipment, either for full duty paid import, or temporary import, based on ever changing Indonesian Customs regulations.
- To collate necessary information in preparation for monthly reports and personnel timesheets for Indonesia.
- Ensure company licenses are kept up to date, and renewal are processed ahead of time as required.

#### **Responsibilities :**

1. Arrange Company operating licenses, and applicable permits as required, such as but not limited to MIGAS, Customs clearances (Import/Export), Environmental licenses and permits, required for the companies business in Indonesia and ensure these are kept up to date.
2. Arranged MIGAS certification for all company oil field Equipment (SKPP) utilized in Indonesia, as required
3. Review and up date Company Employee Handbook, as required, and oversee and manpower issue that may arise.

4. Arrange Expat work permits, residence visa's, police clearances etc.. as required, as well as arranging other business visa's for non resident Company staff as required.
5. Organization and co-ordination of travel, visas, health requirements (medicals) and relevant safety courses (firefighting, survival, HUET etc) for all operational staff, and relevant base / office personnel.
6. Maintenance of HR personnel record system for all local personnel, e.g. personnel data, letter, notices, medicals, training records e.g operational survival, HUET, Fire Fighting, H2S certificates, CVs, passport details, driving licenses, photo and arranging of any reference course or renewal.
7. Preparation employment contract and Personnel Data Form (PDF) for Salary purpose, including Overseas Employment
8. Organize and maintain project and operational filling, well files, and job register.
9. Organize and maintain staff holiday planner, including monitoring of annual leave accruals.
10. Raise purchase orders for the procurement of project goods and services, as required.
11. General office duties as defined by management.
12. Liaison with Governmental authorities such as but not limited to Immigration, Manpower Dept, Customs, MIGAS, etc.
13. Ensure that field employee medicals, and safety training remains valid at all times.
14. Kept updated field personnel bonus listing, for all national and international field operations staff, and distribute to related departments, monthly.
15. Prepare yearly reports (LKPM) to BKPM

### **1<sup>st</sup> October 2010 to 30 April 20**

#### **PT. DWI CIPTA USAHA**

#### **(International Freight Forwarders) as Finance & Administration Manager**

#### Overall Purpose of the Job

- Finance and administrative support to the Company

#### **Responsibilities :**

1. Monitor daily petty cash report
2. Monitor Account receivable to ensure up to date.
3. Monitor Account Payable to ensure up to date
4. Coordination with Marketing Dept for Invoicing
5. Prepare Salary for all employee
6. Prepare & Monitor Cash Flow

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7. Monitor Company Tax payment
8. Prepare Tax yearly report
9. Prepare Bank reconcile every month
10. Prepare Finance monthly report
11. Prepare Balance Sheet report yearly.
12. Ensure company licenses are kept up to date, and renewal are processed ahead of time as required
13. Ensure the Employee Hospitalization Insurance are kept to update
14. Prepare Employment Contract and PDF for Salary purposes
15. Kept up to date for all personnel file
16. Any other duties delegated by Management due for Administration support Job.

### **1<sup>st</sup> November 2006 – 31<sup>st</sup> August 2010**

#### **Production Testers International (PT. Production Testers Indonesia)**

Returned to Production Testers International as HR & Business License Coordinator to support their developing Indonesian business / operations.

#### **Overall Purpose of the Job :**

- HR Duties
- Secretarial and administrative support to the Country Manager and other office Managers
- To collate necessary information in preparation of Immigration work permits and visas (expats), Custom importation permits, Man-power regulation coordination and Employee Handbook preparation and approval, and other Governmental permits, licenses, approvals and liaison etc...
- Prepare import duty calculations for the importation of company oil field equipment, either for full duty paid import, or temporary import, based on ever changing Indonesian Customs regulations.
- To collate necessary information in preparation for monthly reports and personnel timesheets for Indonesia.
- Ensure company licenses are kept up to date, and renewal are processed ahead of time as required.

#### **Responsibilities :**

16. Arrange Company operating licenses, and applicable permits as required, such as but not limited to MIGAS, Customs clearances (Import/Export), Environmental licenses and permits, required for the companies business in Indonesia and ensure these are kept up to date.

17. Arranged MIGAS certification for all company oil field Equipment (SKPP) utilized in Indonesia, as required
18. Review and up date Company Employee Handbook, as required, and oversee and manpower issue that may arise.
19. Arrange Expat work permits, residence visa's, police clearances etc.. as required, as well as arranging other business visa's for non resident Company staff as required.
20. Organization and co-ordination of travel, visas, health requirements (medicals) and relevant safety courses (firefighting, survival, HUET etc) for all operational staff, and relevant base / office personnel.
21. Maintenance of HR personnel record system for all local personnel, e.g. personnel data, letter, notices, medicals, training records e.g operational survival, HUET, Fire Fighting, H2S certificates, CVs, passport details, driving licenses, photo and arranging of any reference course or renewal.
22. Preparation employment contract and Personnel Data Form (PDF) for Salary purpose, including Overseas Employment
23. Organize and maintain project and operational filling, well files, and job register.
24. Organize and maintain staff holiday planner, including monitoring of annual leave accruals.
25. Raise purchase orders for the procurement of project goods and services, as required.
26. General office duties as defined by management.
27. Liaison with Governmental authorities such as but not limited to Immigration, Manpower Dept, Customs, MIGAS, etc.
28. Ensure that field employee medicals, and safety training remains valid at all times.
29. Kept updated field personnel bonus listing, for all national and international field operations staff, and distribute to related departments, monthly.
30. Prepare yearly reports (LKPM) to BKPM

### **May 2000 – Oct 2006**

#### **The Expro Group PT. Expro Indonesia**

Transferred from Production Testers International to PT. Expro Indonesia, following friendly acquisition by the Expro Group International PLC, as Senior Secretary to Country Manager and Director.

Overall Purpose of the Job :

- Secretarial and administrative support to the Country Manager and other office Managers

- To collate necessary information in preparation of Immigration work permit and visas, Custom import permits, Manpower regulations and Employee Handbook, and other Governmental permits, licenses, approvals and liaison etc...
- Prepare the paid duty calculation for equipment import based on the Indonesian Customs regulations.
- To collate necessary information in preparation of monthly reports and timesheet for Indonesia.
- Ensure company licenses are kept up to date.
- Secretarial and administrative support to the Country Manager

### **Responsibilities :**

1. Arrange Company licenses and permits as required such as but not limited to MIGAS, Customs clearances (Import/Export), Environmental licenses and permits, required for the companies business in Indonesia and ensure these are kept up to date.
2. Arranged MIGAS certification for all of Equipment (SKPP) as required
3. Kept up to date the Employee Handbook and Manpower issue.
4. Arrange Expat work permit, visa's, and police clearances as required.
5. Organization and co-ordination of travel, visas, health requirements (medicals) and relevant courses (firefighting, survival, HUET etc) for operational and relevant base personnel.
6. Maintenance of HR personnel record system for all local personnel, e.g. personnel data, letter, notices, medicals, training records e.g operational survival, HUET, Fire Fighting, H2S certificates, CVs, passport details, driving licenses, photo and arranging of any reference course or renewal.
7. Preparation employment contract and Personnel Data Form (PDF) for Salary purpose, including Overseas Employment.
8. Arrange equipment import/export clearances, permits, Dept of Trade recommendation letter, and other such required documentation.
9. Preparation of project / contract monthly time sheet / equipment hire sheet, cross checking these against the contract, and ensuring correct positions and terminology is used for invoicing purposes.
10. Organize and maintain project and operational filling and job file register.
11. Organize and maintain staff holiday planner including monitoring of annual leave accruals.
12. Raising purchase order for the purchase of goods and services as required.
13. General office duties as defined by management.
14. Liaison with Governmental authorities such as but not limited to Immigration, Manpower Dept, Customs, MIGAS, etc.
15. Ensure that field employee medicals, and safety training remains valid at all times.

16. Ensure the Employee Insurance remains valid all the times.
17. Kept up to date for all personnel file (Office Staff and Field Staff).

### **Oct 1998 – May 2000**

#### **Production Testers International (PT Tricom Promosindo).**

Joined Production Testers International as Executive Secretary

Overall Purpose of the Job :

- Secretarial and administrative support to the Director
- To collate necessary information in preparation of Immigration work permit and visas, Custom import permits, Manpower regulations and Employee Handbook, and other Governmental permits, licenses, approvals and liaison etc...
- Prepare the paid duty calculation for equipment import based on the Indonesian Customs regulations.
- To collate necessary information in preparation of monthly reports and timesheet for Indonesia.
- Ensure company licenses are kept up to date.
- Secretarial and administrative support to the Director

#### **Responsibilities :**

1. Arrange Company licenses and permits as required such as but not limited to MIGAS, Customs clearances (Import/Export), Environmental licenses and permits, required for the companies business in Indonesia and ensure these are kept up to date.
2. Arranged MIGAS certification for all of Equipment (SKPP) as required
3. Kept up to date the Employee Handbook and Manpower issue.
4. Arrange Expat work permit, visa's, and police clearances as required.
5. Organization and co-ordination of travel, visas, health requirements (medicals) and relevant courses (firefighting, survival, HUET etc) for operational and relevant base personnel.
6. Maintenance of HR personnel record system for all local personnel, e.g. personnel data, letter, notices, medicals, training records e.g. operational survival, HUET, Fire Fighting, H2S certificates, CVs, passport



- details, driving licenses, photo and arranging of any reference course or renewal.
7. Arrange equipment import/export clearances, permits, Dept of Trade recommendation letter, and other such required documentation.
  8. Preparation of project / contract monthly time sheet / equipment hire sheet, cross checking these against the contract, and ensuring correct positions and terminology is used for invoicing purposes.
  9. Organize and maintain project and operational filling and job file register.
  10. Organize and maintain staff holiday planner including monitoring of annual leave accruals.
  11. Raising purchase order for the purchase of goods and services as required.
  12. Prepare Bank Guarantee for tender purpose
  13. Prepare Insurance covered for equipment during mob and demob.
  14. General office duties as defined by management.
  15. Liaison with Governmental authorities such as but not limited to Immigration, Manpower Dept, Customs, MIGAS, etc.
  16. Ensure that field employee medicals, and safety training remains valid at all times.
  17. Ensure the Employee Insurance remains valid all the times.

### **February 1995 – September 1998**

#### **TAC Pertamina – PT. Patrindo Persadamaju - Mogoi and Wasian Oil Field Operator - Irian Jaya as Secretary to General Manager**

Overall Purpose of the Job :

- Secretarial and administrative support to the General Manager

#### **Responsibilities :**

1. Arrange Company monthly meeting with Pertamina EP.
2. Log and distribute incoming & outgoing letter, documents to support General Manager duties.
3. Kept up to date filling system (AFE and PI&D)
4. Checked all Invoice before get General Manager approve
5. Organization and co-ordination of travel for General Manager trip.
6. To ensure all licenses and legal documents are valid as required.
7. Prepare application LC to Bank
8. Arrange meeting with Bank and other party.
9. Any other duties delegated by General Manager.

### **September 1990 – January 1995**

**PT. Garuda Mahakam Putera.** Finance & Administrative Controller

**Responsibilities :**

1. Prepare petty cash daily report
2. Make all payment that have been approved
3. Prepare reconcile of Bank statement every month
4. Coordination with Tax office for Tax issue
5. Prepare SPT for Company Tax yearly.
6. Prepare Cash Flow every month
7. Prepare Monthly Finance report
8. Prepare Balance Sheet report yearly

**September 1985 – Maret 1990**

**PT. Informedia Indonesia, Publisher of Mobil & Motor Magazine.**

Head of Finance

**Responsibilities :**

17. Monitor daily petty cash report
18. Monitor Account receivable for Advertisement and Magazine Circulation to ensure up to date.
19. Coordination with Advertisement Dept and Circulation for Invoicing
20. Monitor Account Payable to ensure up to date.
21. Prepare Salary for all employee
22. Prepare & Monitor Cash Flow
23. Monitor Company Tax payment
24. Prepare Tax yearly report
25. Prepare Bank reconcile every month
26. Prepare Finance monthly report
27. Prepare Balance Sheet report yearly.
28. Prepare all documents and keep good negotiation with Bank to get bridging loan if any.

**April 1984 – August 1985**

**PT. Informedia Indonesia, Publisher of Mobil & Motor Magazine.**

Accounts Payable Clerk

**Responsibilities :**

1. Prepare daily petty cash report

2. Make all payment that have been approved

### **April 1982 – March 1984**

#### **PT. Bintang Kedjora Putra Utama.**

Finacial Book-keeper

#### **Responsibilities :**

Entry Data in to Ledger for Balance Sheet purposes.

### **October 1981 – January 1982**

#### **Hyatt Aryaduta Jakarta Hotel.**

Assistant Ordertaker (Housekeeping Dept).

#### **Responsibilities :**

1. Answer all incoming call to Housekeeping Dept.
2. Noted and distribute to related department all of guest requested.
3. Coordination with room boy all necessary things based on guest requested.
4. Report to Front Office for all vacant room and ready to use/sale.
5. Other duty for Housekeeping issue.

### **May 1981 – August 1981**

#### **PT. Swarnaraya Enterprises.**

Book-keeper Staff

#### **Responsibilities :**

Entry Data in to Ledger for Balance Sheet purpose.

### **Course Summary**

1. Export / Import Regulation Course at LM-Patra in Jakarta, 2000
2. Business English Course, Intermediate Level at English First, 1998
3. English for Your Business Career III at Lembaga Pendidikan Pembinaan Manajemen (PPM), December 1994

4. English for Your Business Career II at Lembaga Pendidikan Pembinaan Manajemen (PPM), June 1994
5. English for Your Business Career I at Lembaga Pendidikan Pembinaan Manajemen (PPM), December 1993
6. Middle Accountancy Computer Course at Lembaga Pendidikan Komputer Akutansi in Jakarta, 1986
7. Basic Accountancy Computer Course Course at Lembaga Pendidikan Komputer Akutansi in Jakarta, 1985
8. Junior/Assistant Bookkeeper Training at Jakarta College in Jakarta, 1980
9. Intermediate Accountancy (A2) at Jakarta College in Jakarta, 1980
10. Basic Accountancy(A1) at Jakarta College in Jakarta, 1980

### **Training & Seminar Summary :**

1. Socialization for preparation of guidelines and procedures for classification of Oil & Gas support business, conducted by MIGAS at Grand Bali Hotel Nusa Dua Bali on July 1<sup>st</sup>, 2010
2. Best Practices Export Import Management conducted by Asia Integrity, at Twin Plaza Hotel Jakarta on June 1<sup>st</sup> – 16<sup>th</sup>, 2010
3. Procurement regulations implementing the integration of goods and services in Oil & Gas, conducted by APPI at Turi Beach Resort Batam on February 10<sup>th</sup> – 12<sup>th</sup>, 2010
4. Cross Culture Program conducted by Directorate General of Oil and Gas (MIGAS) at Melia Purosani Hotel, Yogyakarta on October 29<sup>th</sup> – 30<sup>th</sup>, 2009
5. Socialization ESDM No. 27 years in 2008 on supporting the business activities in Oil & Gas, conducted by MIGAS at Goodway Hotel in Batam on August 13<sup>th</sup>, 2009
6. Socialization of Minister of Financial regulation No. 242/PMK.011/2008 with subject VAT on Import Goods borne by the Government for the activities in the Exploration upstream Oil and Gas in the year 2009 budget at Balai Kartini Jakarta on 5<sup>th</sup> February 2009
7. Seminar on Empowerment of Domestic Production in the Oil and Gas sub sector conducted by MIGAS at Ramada Hotel Bali on August 31<sup>st</sup> – September 1<sup>st</sup>, 2006
8. Customs National Seminar regarding Customs Regulations in the field of Petroleum, facilities and management of import and export, conducted by Pusat Studi Regulasi Nasional at Aston Atrium Hotel Jakarta on August 3<sup>rd</sup>, 2006
9. Workshop on Employment in the Oil & Gas sub sector, conducted by Directorate General of Oil and Gas (MIGAS) at Lembang, Jawa Barat on March 31<sup>st</sup> – 1<sup>st</sup> April 2005.
10. RMS in house training in Batam, conducted by Expro Group on 19<sup>th</sup> – 21<sup>st</sup> July 2004

11. HR training at Royal Plaza Hotel in Singapore, conducted by Expro Group on July 28<sup>th</sup> – 30<sup>th</sup>, 2003
12. Guidance Procedure and the Investment Facility PMA and PMDN, conducted by BKPM DKI Jakarta on August 7<sup>th</sup>, 2002
13. Coordination workshop aspects of the use of foreign workers in Oil and Gas sub sector in the era of regional autonomy and globalization, conducted by MIGAS at Lido Lakes Hotel Sukabumi on November 1<sup>st</sup> – 2<sup>nd</sup>, 2001
14. Preparation and submission guidelines RPTKA and IKTA in Oil & GAS sub sector, conducted by MIGAS in Jakarta on July 26<sup>th</sup> – 27<sup>th</sup>, 2001

#### **References :**

1. **Paul Robert Harlock**, Country Manager of PT. Production Testers Indonesia, email address : [paul.harlock@yahoo.com](mailto:paul.harlock@yahoo.com), mobile phone No: +62811947488
2. **Baskara Sukarya**, Director of PT. Expro Indonesia, email address : [sukarya.baskara@gmail.com](mailto:sukarya.baskara@gmail.com), mobile phone No : +62811101708
3. **Ir. I. Emir Moeis, Msc**, President Director of PT. Garuda Mahakam Putera, mobile phone No : +62811162561
4. **Robin Lim**, ex General Manager of TAC Pertamina – PT. Patrindo Persadamaju, mobile phone No : +6581889828
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**Additional references can be supplied upon request.**