



CURRICULUM VITAE

Raja Parlindungan Harahap

Deputy Head of Academic & Student Services

OBJECTIVE

To work in organization, in a challenging environment with career development opportunities, utilizing my knowledge and to expertise in the field of Accounting, where performance is a milestone to success & hard work give due recognition and to excel in the field of technology, contributing effectively towards the goals of the organization.

EDUCATION

2011 – 2014 Batam State Polytechnic
Diploma III (Accounting)

2008 – 2011 Islamic Senior High School
Nahdlatul Wathan Batam

2005 – 2008 Junior High School No. 003,
Duri

1999 – 2005 Elementary School No.032,
Duri

CAPABILITIES

Academic Services Handling (based on experience)

Financial Reporting (base on major)

MYOB Premier (Accounting software)

Computer (Ms. Word, Ms. Excel, Ms. Power Point, Ms. Access, Ms. Visio)

WORK EXPERIENCE

- ⊙ 02.2014 – 07.2014
Batam State Polytechnic
as a teaching team of MYOB Premier basic level (Accounting software)
- ⊙ 11.2014 – 12.2016
Batam Tourism Polytechnic
as an Accounting
- ⊙ 12. 2016 – 05. 2017
Batam Tourism Polytechnic
as a Cashier
- ⊙ 05. 2017 – 02. 2019
Batam Tourism Polytechnic
as an Academic Services Staff
- ⊙ 02. 2019 – now
Batam Tourism Polytechnic
as a Deputy Head of Academic & Student Services Department

INTEREST

Football, Swimming, Listening to Music etc.

CERTIFICATE

No. 2014-04-25-145

This certifies that

Raja Parlindungan H

Place & Date of Birth: Duri, 16 Jan 1994

has passed the exam for

**Computerised Accounting with MYOB - Basic
(MYOB Accounting v19)**

with score 89/100

on 25 April 2014



PT. NET21PLUS
MYOB PROFESSIONAL PARTNER

Menara KADIN Indonesia, Lt. 30, Jl. H.R.Rasuna Said, X-5, Kav.2-3, Jakarta - Indonesia 12950
Tel. (+62) (21) 5570 0905 • Fax. (+62) (21) 5570 0907 • Web : www.net21plus.com • Email : info@net21plus.com



A handwritten signature in black ink, appearing to read "Sidik Jaya".

Sidik Jaya
DIRECTOR



**BADAN NASIONAL
SERTIFIKASI PROFESI**
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI
CERTIFICATE OF COMPETENCE

No. : 69200 3913 0767669 2014

Dengan ini menyatakan bahwa,
This is to certify that,

Raja Parlindungan

NO. REG. JAP 023 00717 2014

Telah kompeten pada bidang :
Is competent in the area of :

Teknisi Akuntansi Pelaksana
Accounting Technician Officer

Dengan Kualifikasi/kompetensi :
with Qualification/Competency :

JAP.TA01.001.01

JAP.TA01.002.01

JAP.TA02.003.01

JAP.TA02.004.01

JAP.TA02.009.01

Sertifikat ini berlaku untuk 3 (tiga) tahun
This certificate is valid for 3 (three) years

Jakarta, 3 Juli 2014

Atas Nama (*On Behalf of*) BNSP

Lembaga Sertifikasi Profesi Teknisi Akuntansi

Professional Certification Institute for Accounting Technician



Murtanto, SE., M.Si., Ak., CA.

Direktur
Director

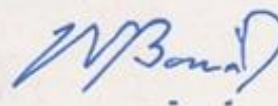
SKEMA SERTIFIKASI YANG DIUJIKAN		
Klaster	Kode Unit	Judul Unit Kompetensi
Pengelola Siklus Akuntansi	JAP.TA01.001.01	Menerapkan Prinsip-prinsip Profesional dalam Bekerja
	JAP.TA01.002.01	Menerapkan Praktik-praktik Kesehatan & Keselamatan di Tempat Kerja
	JAP.TA02.003.01	Memproses Entry Jurnal
	JAP.TA02.004.01	Memproses Buku Besar
	JAP.TA02.009.01	Menyusun Laporan Keuangan



Raja Parindungan

Tanda tangan pemilik
(Signature of holder)

Atas Nama (*On Behalf of*) BNSP
Lembaga Sertifikasi Profesi Teknisi Akuntansi
Professional Certification Institute for Accounting Technician



Wibowo, SE., MM., Ak., M.Si., CA.

Manajer Sertifikasi
Manager of Certification

Sertifikat

No. 196/UPT-Bahasa/PTOEIC/VIII/2014

Polibatam Language Center gave this to certify that

Raja Parlindungan

Has taken the Proficiency Test of English for International Communication (PTOEIC)
in July 12th, 2014 with the result as follow:

Part	Score
Listening	: 365
Reading	: 290
Total Score	: 655

Batam, August 03rd, 2014
Head of Polibatam Language Center



Inggrid Wahyuni Sinaga, M.AB

Note :
The description of english competency reflected by the
above scores are on the back side

POLIBATAM LANGUAGE CENTER

CAN - DO LEVELS TABLE OF

The descriptions below are intended to serve as guidelines to understanding the competence reflected by the corresponding scores and apply in most cases.

PART 1: LISTENING SECTION		PART 2: READING SECTION		Levels Total Scores
Listening Score	Listening Competencies	Reading Score	Reading Competencies	
455 - 495	Can: - Understand mother-tongue speaker of English in meeting. - Function in all of the situation described below whether professional or social, concerning concrete or abstract subjects.	455 - 495	Can: - Read adequately for most professional needs. - Read highly technical manuals in own area. - Read all of the below.	3 / 3 + General Professional Proficiency (>960 Advanced) 905 - 990
395 - 450	- Understand most work related situations. - Understand most speakers of English in international meetings. - Function in all of the situations described below but with a greater degree of facility and accuracy.	395 - 450	- Read most types of documents with varying degrees of ease. - Read even highly-technical subjects with little use of dictionary. - Experience difficulties with sophisticated menus, novels.	2 + Advanced Working Proficiency 785 - 900
305 - 390	Understand: - Explanation of work problems. - Requests for products on phone. - Discussions of current events by mother-tongue speakers of English. - Headline news on radio.	305 - 390	- Read with only the occasional use of a dictionary: - technical manuals - many news articles - popular novels - Identify inconsistencies in points of view.	2 Basic Working Proficiency 605 - 780
205 - 300	Understand: - Explanations related to routine work tasks in one to one situations. - Some travel announcements. Limited social conversation.	205 - 300	- Understand basic technical manuals for beginners. - Use a dictionary to understand more highly technical documents. - Read agenda for a meeting.	1 + Intermediate 405 - 600
130 - 200	- Understand simple exchanges in everyday professional or personal life with a person used to speaking with non mother-tongue speakers. - Take simple phone messages.	130 - 200	- Use a directory. - Understand simple instructions - Read simple, standardized business correspondence.	1 Elementary 255 - 400
05 - 125	- Understand adequately for immediate survival needs, directions, prices. - Comprehend simple questions in social situations.	05 - 125	- Understand odd words e.g. shop names. - Read simple memos and menus, train or bus schedules, traffic signs.	0/0+ Novice 10 - 250