



**Surya Digital  
Teknologi**

# **Company Profile**

[www.suryadt.co.id](http://www.suryadt.co.id)

# Company Overview & History



**Roderich Hartono**  
as Managing Director



**Tuan Nguyen**  
as Technical Director

SDT is a digital solution company in Indonesia, specializing in software development and recruitment services.

With the motto “what matters to you the most”, we’re driven to create software that can simplify your mundane jobs as well as provide talents so you have more time to take care of what matters to you.

# Our Goal

We are planning on building a research facility for rare diseases like down syndrome. We are committing to help communities by increasing their personal wellness.

This, of course, won't be an overnight project. Besides time, we would need resources in terms of financial and team-member, which is why we hire you; we have taken a step forward to make this come true.

Since 2021, we have taken 4 non-profit projects and continuously doing charity events to nearby communities who we would like to share our happiness with.

# Vision & Missions

## **Vision**

We aim to be the one stop for digital solution.

## **Mission**

1. We provide innovative solutions in web, mobile app, and online marketing to help your business to reach market audiences and increase client satisfaction in multiple platforms.
2. We are dedicated to surprise you with the highest visual engagement and a series of proven human psychology conversion techniques – when these two come together, everything transforms in just one click!
3. We are confident to give you excellent account servicing with solutions-oriented approach that's being looked forward by our loyal clients and to our future clients as well.

# Company Value



**Loyal**

We are committed to being faithful and honest



**Energetic**

We are passionate about delivering great results



**Accountable**

We are responsive and will always be there



**Respectful**

We are respect and continually learn from each other



**Nimble**

We are recognise our mistakes and quickly work to improve upon them

# Company Structure

[Open](#)

# Talent Journey

[Open](#)

# Our Culture



## Work-life Balance

No chat outside of working hour & simple step to take leaves



## Always Add Value

Don't wait for someone to hear your opinion. Join us and contribute!



## Be a Great Team Player

A can-do attitude makes teamwork possible.



## Be Solutions Oriented

Don't look at the culprit, go to the root-cause and work together to find a solution.



## Process Driven and Detail Oriented

Any work won't be well-done if you don't put your full thought into that!



## Be Kind and Respectful

We respect all verbal and nonverbal communication and treat each other as we would like to be treated.

# Office Policy



# Work Hours

You are expected to be online during these hours to be accessible to your teammates.

## ● **Regular Day**

Mondays to  
Fridays

## ● **Melbourne**

9 AM to 6 PM  
Victoria Time, with  
1 hour break

## ● **Indonesia**

6 AM to 3 PM  
GMT+7 time, with 1  
hour break

## ● **On-site Indo**

On-site office  
starts from 8 AM

# Time Flexibility

SDT encourage all team member to do their best of works within the work hour or the time frame.

However, they may work outside of the working hour with written notice to the group (Whereabouts in Microsoft Teams) and as long as the minimum 8 hours work is met.







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**Our Dress  
Code is  
Casual!**



# Meetings and Events

This part will contain about how we can keep up the communication and making the team wil always on 'A' Game

# Daily/Weekly Stand-Up

Daily or Weekly Stand-Up is meeting to keeps the team informed, connected, and calibrated throughout our daily/weekly basis.

● **What did i work  
on yesterday?**

● **What will i do  
today?**

● **What issues are  
blocking me?**

These questions highlight progress and help flag team blockers.

# Team Retrospective

The purpose of this meeting is not only for our regular team catch up, but also to have retrospective of the month before for our reflection and feedback.

# Individual Meeting

Individual Meeting or known as 1-on-1 meeting is a personal meeting between each team member and the Human Resource team. This meeting objective is for our personal and company's development.

# Sharing Session

The purpose of this meeting is not only for our regular team catch up, but also to get know insight on tech, day to day tasks and industry



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# Events

Instagram



# Performance Review and Bonus



## Onboarding Review

During your first 3 months in the role, your line manager will meet you monthly to get plan updates and keep track of your progress.



## Promotions

Based on your consistently high performance in your reviews, you can have the chance to be promoted to get more scope.



## Annual Review

Annual Reviews focus on goal-setting and recapping the past year, keeping track of what's working and what's not working for you.



## Performance Bonus

Performance Bonus would soon be applicable once the KPI is finalized

# Business Practice and Team Policy

## Complete Regulation



**Conflict of  
Interest**



**Confidential  
Information**



**Intellectual  
Property**



**Compliance with  
Local Laws**



**Anti-Bribery and  
Corruption**



**Single Job**

# Perks and Benefits

- **Work-Life Balance**  
No work after clocking-out!
- **Annual Leave**  
You will be qualified for the Annual Leave once you have passed your probation period. You are entitled of 20 days of leave per year.
- **Sick Leave**  
You are entitled of 10 days of sick leave in a year. You need to present a doctor's note to confirm this leave.
- **Government Endorsed & Long Leave**  
You are entitled to have a others leave endorsed by Indonesian Government. Contact The Human Resource for taking the leave.



# Perks and Benefits

- **Company Allowance**  
It comes from Referral Program, Marital Allowance, Children Allowance, and Bereavement Allowance
- **Overtime**  
If the work demand requires it, ping The Human Resource team once your overtime has been approved by your line manager.
- **Personal Development**  
We reimburse training expenses for those seminars/classes related to your role once it has been approved by the Manager.
- **Personal Ideas/Business Funding**  
You could have the opportunity to get your idead funded. You can contact the management team to have a discussion.

# Perks and Benefits

- **Insurance**  
We use Indonesia's Insurance recommendation for our team member, which are BPJS Kesehatan and Ketenagakerjaan.
- **Monthly Team Building Event**  
We believe that employee's mental health is as important as physical health. Yea, you read that right!
- **Eid-Fitri Bonus (THR)**  
Employees with less than one year service period will be entitled for prorated Eid-Fitri Bonus (THR)
- **Potential paid work visits to Australia**  
A chance for them to have a paid work visit to Australia, and maybe visa support to migrate to Australia.

# Job Opening



## Junior Content Writer

- Write clear marketing copy to promote our products/services
- Prepare well-structured drafts using Content Management Systems
- Proofread and edit blog posts before publication



## Fullstack Developer

- Design and develop back-end and front-end systems for wide variety of websites and mobile applications



## General Admin

- Address employees administrative queries
- Manage social media engagement



## Business Analyst

- Identify, gather, and refine specifications and requirements based on the client's technical needs, issues, and pain points
- Conduct requirement gathering, solution analysis, application testing and production system support



**Surya Digital  
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# Thank You!

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Kota Semarang, Jawa Tengah



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