



ARISTA MEIRANTI PUTRI

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SUMMARY

As an HR Generalist at a start-up in Surabaya, I have nearly two years of experience in the HR field. Career as an HR Generalist with a focus on recruitment, people development, attendance & payroll, employment contracts, HR administration, etc. Responsible for maintaining workforce balance and fostering employee growth. Committed to providing a conducive environment for employees to flourish and achieve their goals. Excited to tackle challenges and continuously strive for learning and growth. With analytical skills, effective communication, and problem-solving abilities enable me to understand the issues and make strategic decisions that align with goals. In the next five years, my career goal in HR is to become an HR Manager, leading an ideal and effective HR team to significantly contribute to the advancement and smooth operation of the company.

WORK EXPERIENCE

Looyal (PT Tunas Kreasi Digital) – Surabaya, Indonesia

HR Generalist (May 2023 – now)

- Responsible for end-to-end recruitment process including sourcing, screening, interviews, tests, and offering letters. Also handle onboarding tasks like account setup, rule explanation, and team introductions
- Handle all HR administrative tasks
- Manage attendance records, approve leave requests, and track tardiness
- Calculate and process employee leave, tardiness, and attendance. Also, manage payroll and reimbursements
- Conduct 1-on-1 sessions to identify and evaluate employee performance, address issues, and provide objective problem-solving assistance
- Create, update, and review employee regulations, guidelines, and contracts
- Maintain relations between employees and the company, ensuring stability within the organization
- Ensure organizational stability and smooth functioning

SAMATOR GROUP – Surabaya, Indonesia

Talent Acquisition Intern (November 2022 – May 2023), 6 months

- Collaborate with the talent acquisition team to ensure smooth recruitment processes
- Screening, sourcing, and evaluating candidate's applications from all over Indonesia using the company's HRIS system and various job platforms
- Update the company's recruitment needs for all areas
- Ensure all job postings are up-to-date according to the company's needs
- Scheduling and managing interviews, also ensure candidates can go through the recruitment process from start to finish
- Conduct assessments like managing and scoring candidate skills, then reporting to supervisors
- Assist in recruitment processes for various positions such as Sales Engineer/Sales Executive, Accounting Staff, Industrial Relations Staff, Engineering Team, Logistics Team, and others

SETURA – Jakarta, Indonesia

Human Resource Intern (July – November 2022), 4 months

- Have monthly check-ins with team members
- Keep track of internal contracts
- Make registration forms based on job descriptions for hiring
- Evaluate staff performance
- Act as an operator for team bonding activities

VOLUNTEER OR ORGANIZATION EXPERIENCE

SEHAT JIWA – Jakarta, Indonesia

Research Specialist (February 2021 – December 2022), 1 year 10 months

- Led the end-to-end research process for the Sehat Jiwa Youth Camp (SJYC) program by Sehat Jiwa in 2022

- Assisted in research (monitoring and evaluation: surveys and data analysis) for Sehat Jiwa's programs in collaboration with KPPU in 2022
- Conducted research (monitoring and evaluation: assessment item collection, surveys, and data analysis) for Sehat Jiwa's programs, Bersosial (a self-skills education initiative targeting youth across Indonesia) in 2021 and the Loneliness program for teenagers at Jakarta in 2022 (partnership with PONDS) over a period of 3+ months
- Conducted internal research (surveys and report writing) on Sehat Jiwa's employee branding in 2021

KRISNA (KELOMPOK KREATIVITAS ANAK) – Surabaya, Indonesia

Teacher dan Treasurer (February 2019 – February 2021), 2 periods

- Actively participated in developing and implementing programs/training sessions for KRISNA teachers while serving as the Treasurer
- Teaching a children aged 5-9 and created lesson materials based on the thematic curriculum every two weeks

EDUCATION

UNIVERSITAS SURABAYA (2018 - 2022)

Bachelor's Degree in Psikologi – GPA 3,53

TRAINING

HARISENIN – Jakarta, Indonesia

Human Resource (July - November 2022), GPA 3.67

RUMAH KONSUL – Yogyakarta, Indonesia

On The Job Training (OJT) Human Resource Recruiter (July - August 2022), Skor A

CERTIFICATION

- Full-stack MS. Excel Basic to Advance, Score 74.5 Good (January 2023)
- Human Resources Harisenin.com, GPA 3.67 (December 2022)
- English Score Core Skills Test, Skor 374 – CEFR B1 Intermediate (May 2022 – May 2024)

SKILLS

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|----------------------------------|---|
| ● Research and Analyst | ● SOP, drafting, and employee contracts |
| ● Observation dan Interview | ● HR Management |
| ● Training Need Analyst (TNA) | ● Leadership |
| ● Recruitment end-to-end process | ● Communication |
| ● Manpower Planning | ● Psychology Test |

LANGUAGE

- Indonesia (native)
- English (professional)