SEVILA YUAN VERLIANA

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Indramayu, 04 October 1999
Kuningan, Jawa Barat

PROFILE SUMMARY

I am a mathematics graduate who has experience in human resources field. I interested in any kind of human related things, as in my work before. As a Human Resources Officer i had experience in employee administration, recruitment, learning need analysis, corporate culture, etc. I have a good interpersonal skills and be able to build relationships with employees. I want to try new things and explore myself further beyond my limits.

EDUCATION

Bachelor of Mathematics in Padjadjaran University
2017 - 2021
Consentration in industrial applied mathematics.
GPA 3.38 / 4.00

WORK EXPERIENCE

Human Resources Business Partner Distribution Center
PT Paragon Technology and Innovation
Jan 2022 – Present
- Handling Riau and Bangka Belitung distribution areas with total 350 personels
- Processing recruitment to fulfill Man Power Planning
- Increasing employee's happiness and engagement
- Resolving the industrial relations problems.
- Maintaining corporate culture to support business sustainability
- Improving the quality of human capital and competency individual to optimize potential
- Handling WPM dan SHE in distribution area.

ORGANIZATION EXPERIENCE

Chief of Organizational Resource Development Department
Association of National Bidikmisi Students and Alumni in West Java Region
March 2020-March 2021
Responsible for managing the human resource development division and regional forum development division

Chief of Relations and Information Department
Bidikmisi Student Board in Padjadjaran University
Feb 2020-Des 2020
Responsible for managing the research and development division, internal relations division, external relations division, and media information division

General Secretary
Indramayu College Student Assosiation
Oct 2019 - Nov 2020
Responsible for the administration of the organization, such as making and archiving letters, making proposals and reports, and creating organizational databases

SKILLS

Recruiting	Project Management
Basic Skill Coaching	Leadership