

# ETA ROSELA

## Bachelor of Psychology

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### ABOUT ME

I never stop searching for new ways to improve my skills and knowledge. I am looking forward to challenging myself and growing more from school, working and volunteering experience.

**Interests** Human Resource, Talent Model, Marketing, Travelling

### EXPERIENCE

#### PT. Mganik Grup Mitra Indonesia

HR Admin Generalist

( 22 April 2024 - July 2024)

- Assist in preparing meeting agendas, attending meetings, and summarize complex minutes into clear and actionable reports for executive review
- Provide administrative support services for various HR projects, including policy development, employee programs, and sustainability initiatives.
- Maintain organized physical and digital documentation systems, ensuring that all relevant documents are up-to-date and easily accessible.
- Arrange complex itineraries, accommodations, and logistics for executives, optimizing time and cost efficiency

Talent Acquisition Internship

(January 2024 - April 2024 )

- Support hiring process (sourcing, screening, assist interview)
- Support the administration for candidate offering
- Update data about recruitment result
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#### PT. Cemerlang Orbit Talentindo

Host Live & Talent Content

(January 2023 - December 2023 )

- Present the product directly on tiktok
- Taking photos for the purposes of creating product catalog or content on social media
- Assist appear in the creation of video content on social media

## **Indonesian Professional Certification Authority**

Certificate of Competence Human Resource Management

(June, 2022)

- Setting up Job Description
- Performing Social Security Administration
- Setting up Standard Operational Procedure ( SOP ) MSDM

## **Tungku Abdul Rahman University College**

Student Exchange

( November 2021 )

- Student Exchange Programme between Esa Unggul University and Tungku Abdul Rahman University with two subject studied, namely Cross Cultural Psychology and Organization Behaviour

## **Ministry of Agrarian and Spatial Planning (ATR/BPN) RI**

Organization and Staffing Intern

( July 2021- October 2021 )

- Examine the files for promotion proposals to meet the requirements and propose those files for a decree or promotion letter
- Provide information and or letters needed by superiors on a regular basis or at any time when requested
- Collect files, Asking signature and rechecking every signatures for job promotion, civil servant (PNS) appointment, and job transfers between cities
- Rechecking salaries for civil servant based on their ranks

## **Rotaract Club**

Volunteer

( June 2021 )

- Liaison Officer of District Conference, Rotary Club Jakarta D3410. Represents Rotary Club to handle needs, dresses, and communication for performers in the district conference

## **EDUCATION**

### **Esa Unggul University**

Bachelor of Psychology

( Jakarta Barat, 2018 - 2022 )