

ABOUT ME

A highly motivated and detail-oriented individual looking for transition into a new experience, committed, communicate well. I have well-experienced in handling many types of tasks with different levels of difficulty.

ACADEMIC BACKGROUND

Universitas Pembangunan Jaya
Bachelor's degree in Management
GPA 3,54

2019 – 2023

KEY SKILLS & COMPETENCIES

Skillset – Management Data, Compile Job Descriptions, Develop HRM Standard Operating Procedures (SOP), Develop Learning & Development Needs, Develop HR Requirements, Setting up a Remuneration System, Designing Learning and Development Programs, Managing the Succession Program.

Toolset – Google Suite, Microsoft Office Word, Power Point, Excel, SPSS

PROFESSIONAL EXPERIENCES

Bank Syariah Indonesia Corporate University

Jun 2022 – Aug 2022

Culture Academy – Internship

- Processing BSI One Culture Implementation survey data
- Created BSI One Culture Implementation report
- Processing data Organization Values in each region and area Bank Syariah Indonesia
- Assisted managed talent acquisition database, including Employee Rewards Point Program, Leaderboard Change Agent, Costumiez Program, and Change Agent Forum
- Handled end-to-end reimbursement for wall of fame installation costs at Bank Syariah Indonesia branch offices and sub-branch offices
- Assisted to compile data BRADER (Bersih, Rapih & Terawat) Program assessment
- Compile an agent transportation budget plan for Culture Blusukan event
- Initiated culture and engagement activities, such as Human Capital Family Fun Walk
- Become an actress in AKHLAK Series Bank Syariah Indonesia
- Created meeting agendas, and overtime warrant

Amega Farms

Nov 2021 – March 2022

Administration – Freelance

- Record sales of products sold
- Compile daily sales revenue

Universitas Pembangunan Jaya

July 2020 – Sept 2020, and

Student Ambassador – Social Media Marketing Internship

Oct 2021 – Dec 2021

- Maintained @upj_bintaro social media activation on Instagram for campus promotion purposes through: invite and offer students to join Universitas Pembangunan Jaya
- Provide responses to questions or opinions in comments column on Universitas Pembangunan Jaya Instagram

Universitas Pembangunan Jaya

August 2020

Student Ambassador – TikTok Advertising Social Media Team Internship

- As a support staff of TikTok advertising social media team

ORGANIZATIONAL EXPERIENCES

- Being a volunteer study tour guide, at SentulFresh Edufarm, Sentul – Bogor
- Being a volunteer teacher of Pesantren Ramadan, at Al-Jihad Mosque Gunung Sindur, Bogor
- Being a volunteer as PIC programs, in Gebyar Tarhib Ramadan Masjid Al-Jihad Gunung Sindur, Bogor

LANGUAGES

Indonesian – Native Proficiency (Oral and Written)

English – Elementary

LICENSE AND CERTIFICATION

Human Resource Management Level 5

May 2023

Assessed and certified by Badan Nasional Sertifikasi (BNSP)