

MELVINA DEWANTI

+6287878690013 · melvina.dewanti@gmail.com ·
Jatiasih, Bekasi, West Java

I am a highly passionate individual who thrives upon seeking new challenges through my career as a HR Generalist / Secretary.

PROFESSIONAL EXPERIENCE

PT Keranji Jaya Kreatif (Interior Design)

Nov 2023 - Nov 2024

Secretary & HR

Job Description:

- Handle end to end recruitment process starting from Job postings, screening CV, Interview, Psikotest (DISC), scheduling, offering letter
- Clerical human resources duties such as maintenance and filing of personnel records, processing and typing of personnel documents (Soft copy and hard copy).
- Attendance checking and approve all absence correction in the system. E.g. Days Off, Annual Leave, Sick Leave, Permit
- Calculate a payroll data through payroll component such as (attendance, overtime, leaves, loan, PPH 21, reimburse, BPJS)
- Responsible for the administration of a full range of human resources functions (E.g. Employment Agreement, Reference Letter, Termination Letter, Warning Letter, Certificate of Employment).
- Onboarding for new employee by helping them to provide Induction Company Regulations
- Offboarding employee from resign or termination employee by helping them to provide exit interview, exit clearance, revoke access, etc
- Manage or create Timesheet or Work schedule for Security Team
- Coordinate and administrates all requirements for stationery and any other necessary items related to office (Include Uniform, ID Card, laptop)
- Develop & Update HR Policy & Procedure Managing HR Database
- Performing the secretarial function and office administration duties.
- Clerical, filing and correspondence matters
- Ad hoc secretarial and administrative duty from Director.

PT Bandar Boga Nusantara (Food & Beverage)

Jan 2023 - Nov 2023

HR Generalist

Job Description:

- Handle end to end recruitment process (posting, screening, Psychological test and interview)
- Conduct employee onboarding and educating newly hired employees on HR policies, internal procedures and regulations
- Onboarding for new employee by helping them to provide Induction Company Regulations, etc
- Evaluating employee performance
- Offboarding employee from resign or termination employee by helping them to provide exit interview, revoke access, exit clearance, etc
- Managing all employee administration processes (Annual Leaves, Sick Leaves, Absences)
- Overseeing employment status (Promotion, Mutation, Termination, Disciplinary Matters)
- Maintaining all employee files and records in electronic and paper form
- Handling Payroll, overtime, loan, insentive, allowance, PPH 21 and service charge every month
- Coordinate and administrates all requirements for stationery and any other necessary items related to office (Include fingerprint, ID Card, laptop)

PT Solusi Berkah Sinergi (Consultant)

Jan 2021 - Sept 2022

Secretary & Human Capital Staff

Job Description:

- Managing all employee administration processes (Annual Leaves, Sick Leaves, Absences)
- Schedules and handles appointment and meetings
- Take minutes of the meeting, maintain records
- Compile and collect data for meeting weekly & monthly
- Travel transport and accommodation arrangement
- Recap transactions from petty cash and banks
- Handling & preparing payroll
- Create a reimbursement of employee claim
- Make monthly financial reports
- Create invoice, ensure invoice issued timely every month
- Follow up customers to ensure the needed documents regarding payments

PT Adhi Commuter Properti (Properti)

Ags 2019 - Feb 2020

Internship HR

Job Description:

- Updating internal of 190 employer databases to Excel and HRIS during a month
 - Handle recruitment (screening, calling, and coordination with user to interview candidate)
 - Help coordinate completion of administration management process and ensure timely completion and filing of all related documents and updating of HRIS
 - Handling for employer absent (sick, permit, alpha)
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EDUCATION

Universitas Mercu Buana

Sept 2017 - Ags 2019

- Master of Management
- Completed degree with a focus on Human Resource Management
- GPA 3.83 of 4.00
- Leadership and Communication Training dan Seminar

Universitas Indonesia

Sept 2011 - Jan 2017

- Major Criminology
- Focus on Law Enforcement
- GPA 3.05 of 4.00
- Chairwoman of the Karate Organization

STRENGTHS AND EXPERTISE

Personnel Administration
Recruitment & Selection
Compensation & Benefit

Clerical Administration
Calculating Payroll
Time management

Fast Learner
Ms Office Word, Excel, Power Point
GDrive Google Sheet, Google Slide

COURSE & TRAINING

- OTCA : Mandarin Language HSK 1 2024
- MSDM: HR Generalist 2024
- MSDM: Kelas Jago Payroll 2024
- Mekari University: Comprehensive HR Administration
- Kelas Work: Fundamentals of Accounting
- HR Online Course : Recruitment & Selection 2020
- HR Online Course : Job Analysis, Job Evaluation dan Job Grading 2020
- Sakura Japanese Learning Centre: Japanese Language 2017
- LBPP LIA: TOEFL Preparation Course 2016