

PEDRO JOYARIEB

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Fresh graduate in Computer Science with experience in recruitment support, HRIS support, operational administration, and employee data management. Experienced in supporting recruitment activities, workforce administration, KPI reporting, incentive administration, and HR digitalization initiatives. Proficient in Microsoft Excel, reporting, documentation management, and cross-functional coordination. Strong analytical thinking, attention to detail, and communication skills with a strong interest in Human Resources, HR Operations, Recruitment, HRIS, and People Analytics.

EDUCATION

Institut Bisnis dan Teknologi Pelita Indonesia

Pekanbaru, Riau | Bachelor of Computer Science

August 2022 – Maret 2026

GPA: 3.86/4.00

Relevant Courses: Statistics, System Analysis & Design, Database Systems, Data Mining.

PROFESSIONAL EXPERIENCES

PT Jaya Bersama Saputra Perkasa

Pekanbaru, Riau | Supply Chain Specialist & HR Operations Support

Feb 2025 – Present

- Assisted recruitment administration for operational positions, including helper and warehouse staff candidate screening, interview scheduling, and onboarding documentation.
- Responsible for operational KPI monitoring and incentive administration for Inbound and Outbound operational teams to support performance evaluation and reporting accuracy.
- Maintained workforce records and employee-related documentation while ensuring data accuracy and confidentiality.
- Coordinated manpower requirements and employee data updates with warehouse and operational supervisors.
- Managed warehouse operations across Inventory, Inbound, and Outbound divisions, overseeing 1,200+ product items using WMS and Excel.
- Coordinated daily goods receipt, stock monitoring, and outbound scheduling for 20-35 units per shipments.
- Supported sales operations by verifying stock availability and updating delivery status, reducing delays by 45%.
- Maintained accurate inventory documentation using Excel (Pivot, VLOOKUP, IF) and WMS systems.

PT Jaya Bersama Saputra Perkasa

Tangerang, Banten | Management Information System (MIS) Intern – HRIS Support

Sept 2024 – Dec 2024

- Researched and prototyped digital signature and e-stamp integration for HRIS documentation workflow
- Supported backend HRIS development using node.js, PHP and MySQL for HR digitalization.
- Collaborated with HR & IT teams to align backend functions with organizational needs.
- Provided technical troubleshooting for over 200+ employees across hardware, software, and network issues.

Kimia Farma x Rakamin Academy

Online | Project-Based Virtual Intern – Big Data Analytics

Feb 2025 – Mar 2025

- Executed end-to-end Big Data workflows including ETL and data mart development.
- Cleaned and analyzed 1500+ data of sales, product, and customer records using SQL & Python.
- Identified customer trends and product performance insights supporting business decisions.
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ORGANIZATIONAL EXPERIENCE

Satgas PPKS - Institut Bisnis Dan Teknologi Pelita Indonesia

Pekanbaru, Riau | Board Member

Mar 2024 – Dec 2025

- Collaborated with cross-functional board members to support the implementation of prevention and awareness programs related to violence and harassment issues within the university environment.
- Contributed to high-level team decision-making and project planning for student engagement.

PROJECTS

Weather Prediction using Random Forest

2023

- Built a Random Forest model using 10000+ weather records.
- Achieved 90% prediction accuracy.
- Processed and analyzed datasets using Python (Pandas, NumPy, Scikit-Learn).

K-Means Clustering for Smartphone Sales Analysis

2023

- Applied K-Means clustering on 5,000+ sales records to segment customers and identify high-value user personas
- Provided segmentation insights used to support targeted product positioning and marketing strategies.

LICENSES & CERTIFICATIONS

Data Scientist (BNSP Certified)

Credential ID: J 2340 000066 2025

Issued: April 2025

SKILLS

Administrative & HR Support: Administrative Documentation, KPI Monitoring & Reporting, Incentive Administration, HRIS Support, Data Entry & Reporting, Employee Coordination

Administrative Tools: Microsoft Excel (Advanced: Pivot, VLOOKUP, IF), Microsoft Word, Microsoft PowerPoint, Google Workspace, Notion.

Languages: English (Professional Working Proficiency), Indonesian (Native).