



STVEFANNY PUTRI

Human Resources Coordinator

About Me

I am a Human Resources with experience in handling end to end HR operations, including recruitment, employee relation, payroll, bpjs, and performance management.

WORK EXPERIENCE

Oct 2023 - present

ERIAN HOTEL JAKARTA

Human Resources Coordinator

- Conducted end-to-end recruitment process.
- Managed employee registration and termination process for BPJS Kesehatan and BPJS Ketenagakerjaan.
- Daily grooming checks to company appearance standards.
- Recorded meeting discussions, decisions and action plans everyday.
- Prepared monthly attendance reports and service charge recap for employee

Aug 2022 - Oct 2023

PT. GOLDEN HARVEST COCOA INDONESIA

HRGA Coordinator

- Plan and Mnage recruitment and selection of staff
- Conduct psychological test for candidates & psychotest scoring results
- Supporting resources such as oprational vehicles, office boy, security guard
- Manage payroll data and various other benefits for all employee review and update employee rules

Aprl 2021 - June 2022

PT. EQUITY WORLD FUTURES

HRGA

September 2018

ASEAN GAMES

Handle Medals & Mascot in Event

September 2016

Congress of The Asian Pacific Association for Leser Medicine and Surgery (APALMS) & 7th National Congress of Indonesia
Creating and Distribute Certificates to All Participants

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Tebet Timur Dalam III M

EDUCATION

PERBANAS INSTITUTE JAKARTA
Bachelor Degree in Management

SKILLS

- Strong Communication
- Problem Solving
- Time Management
- Attention to Detail

LANGUAGE

Indonesia

English