

MELIATUR AGUSTINA SIMAMORA

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Professional Summary

Recruitment & Training Executive with more 8 years of experience in Human Resources, as well as payroll, manpower planning, training needs analysis, training program design & evaluation improvement based on performance metrics (KPIs).

Summary Experiences

HR Executive – Recruitment & Training – PT Batamindo Investment Cakrawala.

4 May 2022 – Present.

Recruitment :

- Collaborating with department head to identify hiring needs (MPP), define job requirements and posting vacancies on job portals, social media and use platforms linkedin or recruitment agencies.
- Review resumes, and shortlist candidates, conduct initial interviews (phone/virtual/in-person).
- Organizing interview schedule between candidates and user and also participating in the interview panel.
- Administer assessments or test if needed.
- Check references and background verification, prepare job offers & negotiate salary packages.
- Ensure smooth onboarding and documentation.

Training & Development :

- Identifying skill gaps within departments through performance appraisals and consultations with managers.
- Sourcing training modules and e-learning training based on requesting department head after performance evaluation.
- Managing the training budget, booking external trainers or venues and records of employee certifications.
- Track employee performance post-training align training with KPIs and business goals.
- Monitoring & as coordinator internship program from HR induction – transfer to internship supervisor align students' competencies.

HR. Executive – PT DELIMAX INDONESIA (Fabrikasi, Electrical & Instrument)

13 April 2020 – 12 April 2021.

- Periodic review of current procedures regarding Human Resources policies and practices.
- Doing all process of Legal Documents of Company (Registration and re-registration)
- Handling the expatriate document for permit (IMTA, KITAS, VISA)
- Carried out and responsible for the correct and neat of salary specifications.
- Monitor for accurate and timely reporting of tax (PPH 21/26)
- Monitor adherence to Government regulation pertaining to manpower.
- Payroll processing and payroll consolidation income tax (PPH 21/26), service tax (PPH 23)
- Maintain employee's database administration of BPJS Ketenagakerjaan and BPJS Kesehatan such as registration, deletion of membership, reporting and payment)
- Carried out for accurate calculation of monthly tax (PPH21)
- Doing daily administrative job such as preparing and submitting all relevant HR letters/documents/certificates/attendance as per the requirement in consultation with the management.
- Maintaining and updating employee's data : contract, leave, medical report, income tax report.
- Record & update petty cash report.
- Perform recruitment cycle – Job posting – screening – conduct interview – prepare contract – onboarding.

- Prepare reports for the insurance carrier if any accident.

HR Executive – PT Kartinba Indah (Manufacturing Carton Box)

15 May 2018 – 11 April 2020.

- Ensure all routine HR matters are executed on timely and compliance with company policies
- Summarize attendance data for salary calculation process.
- Responsible for prepare employees matter, data of employees and others matters related to employees.
- Handle company document related to company licenses such as : NPWP (Tax Number),NIB (A Single Business Number such as include API,and Izin Usaha BP Batam (Licenses for Import /Export), Licenses for environment (SPPL,UKL/UPL),to ensure all company licenses existing valid.
- Review and upgrade company policies and responsible for preparing accurate manpower report to Manpower Departement (Disnaker/Wajib Lapor) and do communication with them about latest rules of Manpower Departement.
- Shortlisting candidate's CV, arranging and conducting test and interview.
- Doing counselling in order to establish employee discipline and positive work environment.
- Responsible for administration of BPJS Kesehatan and BPJS Ketenagakerjaan such as registration, delation on membership, reporting and payment.
- Perform purchasing job.
- Do report and input data to INATRADE System (Ministry of Trade) if any entry container.
- Investigates accidents and prepare reports for the insurance carrier

Payroll & Admin Executive, PT Europe Marine Control Indonesia (Oil & Gas)

December 2014 – 30 June 2017.

- Periodic review of current procedures regarding Human Resources policies and practices.
- Perform all process of Legal Documents of Company (Registration and re-registration)
- Carried out and responsible for the correct and neat of salary specifications.
- Responsible for accurate and timely reporting of tax (PPH 21/26, PPH 4(2), PPH 23 and premium due
- Monitor adherence to Government regulation pertaining to compensation and benefits.
- Responsible for making accurate salary journals for entry in to generate ledger
- Input salary, sales and data of finance to MYOB system for administration cash report
- Responsible for accurate yearly report tax PPH21, and E-SPT,E-billing system report for payment
- Payroll processing and payroll consolidation income tax (PPH 21/26), service tax (PPH 23)
- Maintaining employees database administration of BPJS Ketenagakerjaan and BPJS Kesehatan such as registration, deletion of membership, reporting and payment)
- Responsible for accurate calculation of monthly tax (PPH21,PPH 4(2),PPH23) , prepare E-billing system and do payment processing.
- Perform daily administrative job.
- Maintaining and updating employee data such as employees contract, leave, medical report.
- Doing and handling petty cash report.
- Recruitment cycle from job posting, screening, conduct interview with User until on boarding.
- Investigates accidents and prepare reports for the insurance carrier.

Payroll & Admin Executive, PT Angkasa Engineer Indonesia (Fabrikasi, Electrical & Instrument)

November 2009 – 12 December 2014.

- To assist Head/Manager to organize, monitor and administer HR Task.
- Maintaining of attendance record (absence).
- Procedures and archiving structure administration, salary system base on per project.
- Responsible for the preparation and correct execution of salary calculations.
- Responsible for the preparation and timely reporting of tax and premiums due.
- Perform income Tax Calculation and reporting employee Tax (PPH Pasal 21).

- Execute Payroll processing and consolidation.
- Handle of administration of BPJS Kesehatan and BPJS Ketenagakerjaan (Registration, deletion of membership, reporting and payment)
- Coordinate and control the maintenance of all staff record ensuring that accurate and up to date records are available at all the time.
- Performs related duties as required.
- Others duties assigned by Human Resources Managers.

Document Control Piping Engineering, PT Nippon Steel Batam (offshore)

March 2008 – September 2008.

- Assist piping engineering dept issue isometric drawing, special pipe support, standard pipe support, test package (punch list test) to company (client) which has been approved by piping coordinator.
- Scan & Updated project data and document in Documentum “Data Center Online System” and filling engineering’s document properly.
- Filling system to be updated in the server for easy access and findings document.

HR & Admin Executive, PT Selecta Bestama (Shipyard/Marine Company)

September 2005 – 31 January 2008.

- Performing Administrative duties.
- Filling Maintain all projects documents and distribute the copies to all the authorized people.
- Maintaining for the correct execution attendances and overtime.
- Responsible for the preparation and correct execution of the salary calculations.
- Responsible for the accurate and timely reporting of tax and premiums due.
- Handling and prepare petty cash for operational project running.
- Handle of administration jamsostek (Registration, deletion of membership, reporting and payment)
- Providing all necessary documents for the application and renewal the working permit for the expatriates and accommodations for expatriates (IMTA, KITAS, MULTIPLE BUSSINESS)
- Responsible for payroll processing.
- To Ensure all routine HR matters are executed on timely and compliance with company policies.
- Performing recruitment process, selecting and, interview candidates.
- Handle company document related to Company License (NPWP, TDP, PBB)

Background Education

Diploma of English.

Skills

Payroll

Communication & interpersonal skill.

Interviewing & assessment techniques.

Negotiation & Persuasion.