



Fryno Rendinal

Passionate and experienced
Human Resources

Contact

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 Depok, Indonesia

About Me

HR professional with 4 years of working experience across operations, project management, payroll, compensation & benefits, data analyst, recruitment, human resource information system (HRIS).

Skills

- Personnel Administration
- Microsoft Office
- SQL, Power Query, Power BI
- Data Analytics & Reporting
- Compensation & Benefit
- Recruitment & Development
- C2 English level

Experience

- **Human Resource Generalist (Project based)**
DB Schenker *May 2025 - Sep 2025*
 - Resolve a 6 month administrative backlog within 1 month.
 - Processed HR payments (invoices, BPJS, insurance, DPLK, training) with 100% accuracy.
 - Handle and assist payroll for 270 employees.
 - Assist end to end recruitment process.
 - Maintain and update employee records in Human Resource Information System (HRIS Sunfish).
 - Prepare key documentation including contracts(PKWT & PKWTT), onboarding, offering letter, promotion, attendance, overtime, leave, and office management.
 - Organized and execute company events.
- **Human Resource Generalist**
Shuei Trading *Jul 2023 - Oct 2024*
 - Ensuring accurate and timely payment and reporting of taxes (PPH 21, PPh 23, PPh 4(2), and VAT).
 - Ensuring recruitment, payroll, overtime, attendance, office management employee records documentation.
 - Manage petty cash and HRIS Talenta database.
- **IT Quality Assurance Coordinator**
PT Bank Mandiri *Dec 2021 - Jun 2023*
 - Completed project before the agreed deadline.
 - Manage project timelines and resources.
 - Prepare detailed reports for stakeholders.
- **Finance Staff**
Platinum Outsourcing *Feb 2020 - May 2021*
 - Maintain accurate processing of AR/AP transactions.

Education

- **Associate Degree - Computerized Accounting & Tax**
Institute STIAM *2016 - 2019*

Certification

- **Certified Professional Human Resource Management**
International Excellent Education for *May 2025*
Excellent Life Institute
- **Brevet A & B**
Tax Training House *April 2022*