



TRINITA SIREGAR

Human Resources Generalist | Recruitment and HR Operations

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(+62) 822-2550-7029

Summary

Human Resources Generalist with experience in managing recruitment, payroll, and end-to-end HR administration within multi-entity business environments. Proven ability to maintain payroll accuracy, accelerate workforce fulfillment, and ensure compliance with labor regulations through BPJS management and internal policies. Strong capability in HRIS optimization and employee data management to improve operational efficiency and support data-driven decision making consistently.

Education

Diponegoro University – Semarang, Indonesia

2017 – 2021

Bachelor of Psychology, GPA: 3.80 / 4.00

Work Experiences

Human Resources Generalist

Sep 2023 – Present

Koba Group

- Managed payroll processes across 5 business units, ensuring calculation accuracy and timely salary distribution to maintain employee satisfaction and trust.
- Oversaw end-to-end HR administration including attendance, overtime, leave, business travel, and centralized employee database management to improve operational efficiency.
- Managed employee lifecycle processes including warning letters, promotions, and resignations to ensure compliance and structured documentation.
- Executed end-to-end recruitment processes from sourcing to job offering to accelerate workforce fulfillment based on business needs.
- Administered BPJS Kesehatan and Ketenagakerjaan to ensure regulatory compliance and smooth employee administration.
- Supported employee training programs to enhance workforce capability and readiness.
- Optimized HRIS systems (Orange and EATS) to improve data accuracy, minimize administrative errors, and enhance HR monitoring.

Human Resources Generalist**Sep 2022 – Sep 2023****PT Cipta Rasa Multindo (Maison Pierre Boulangerie)**

- Developed company regulations and employment agreements for non-permanent employees to ensure structured employment relationships and reduce administrative risks.
- Managed HR administration including attendance, leave, overtime, and employee records to maintain organized and well-documented operations.
- Conducted recruitment processes based on business needs to ensure timely and suitable workforce availability.
- Managed BPJS Kesehatan and Ketenagakerjaan as part of company compliance with labor regulations.
- Utilized HRIS Talenta to improve efficiency in data processing and employee information accuracy.

HRD and Legal Staff Intern**Jun 2022 – Sep 2022****PT Prima Cakrawala Abadi Tbk**

- Supported the development of company regulations and employment agreements to strengthen legal and labor compliance.
- Assisted in HR administration including attendance, leave, and employee documentation management.
- Contributed to recruitment processes to support workforce fulfillment.

Human Resources Intern**Sep 2020 – Nov 2020****Central Java Regional Police**

- Supported career development and training programs through operational and administrative assistance.
- Assisted in police officer selection processes by supporting administrative and selection stages.
- Conducted candidate interviews using Behavioral Event Interview methods to support objective assessment.

Organizational Experience

Faculty of Psychology Senate – Head of Budgeting Department**2019 – 2020**

Certifications and Training

- **Certified Human Resources Supervisor** – BNSP
- **Leadership Training Program** – Maison Pierre Boulangerie
- **Top 10 Outstanding Students** – Faculty of Psychology, Diponegoro University
- **1st Place National Science Olympiad (Economics)** – Regency Level
- **2nd Place Economics Debate Competition** – Sumatra Level

Software Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- HRIS (Talentia, Orange, EATS)
- Canva

Core Skills

Recruitment and Selection | Payroll Management | HR Administration | HRIS Management | Training and Development | Employee Relations | Industrial Relations | Behavioral Event Interview | Data Analysis and Reporting | Problem Solving | Communication and Team Collaboration

TRINITA SIREGAR

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Dear Hiring Manager,

Through this letter, I would like to express my interest in applying for a position at your company. I am a Human Resources Generalist with experience in managing recruitment, payroll, and comprehensive HR administration across multi-entity business environments. I have proven ability in maintaining payroll accuracy, accelerating workforce fulfillment, and ensuring compliance with labor regulations.

Through this experience, I have developed a strong understanding of HR operations management, HRIS optimization, and structured employee data management. In these roles, I have contributed to:

- Managing payroll and end-to-end HR administration to ensure data accuracy, timely salary disbursement, and well-organized HR operations.
- Executing end-to-end recruitment processes and employee lifecycle management to ensure workforce fulfillment and administrative compliance.
- Optimizing HRIS utilization and managing BPJS administration to improve operational efficiency, data accuracy, and compliance with labor regulations.

My technical expertise includes Microsoft Office and various HRIS platforms such as Talenta, Orange, and EATS to support HR data processing and reporting. I am known as a detail-oriented, systematic individual with strong communication skills in supporting HR operations and cross-functional coordination.

Attached are my CV and supporting documents for your consideration. I would greatly appreciate the opportunity to further discuss how my experience and capabilities can contribute positively to your company.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'Trinita', with a stylized flourish extending from the end.

Trinita Siregar



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI
CERTIFICATE OF COMPETENCE

No. 70209 1212 4 0000098 2026

Dengan ini menyatakan bahwa
This is to certify that,

Trinita Siregar

No Reg. M 944 0000395 2026

Telah kompeten pada bidang :
Is competent in the area of :

Manajemen Sumber Daya Manusia
Human Resources Management

Dengan Kualifikasi / Kompetensi :
With Qualification / Competency :

Supervisor / Analis Sumber Daya Manusia
Supervisor / Human Resources Analyst

Sertifikat ini Berlaku untuk 3 (Tiga) Tahun
This Certificate is valid for 3 (Three) Years

Yogyakarta, 01 Juni 2026

Atas nama BNSP / *On behalf of BNSP*
Lembaga Sertifikasi Profesi Manajemen dan Pengembangan Sumber Daya Manusia
Professional Certification Body Of Human Resource Development And Management


Tekad Wahyono
Ketua
Chairman



BNSP **BNSP** **BNSP** **BNSP** **BNSP** **BNSP** **BNSD** **BNSD**

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