

THIFANI ADELLA

HRGA Supervisor | Project Management | Telecommunications & Digital Education

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Professional Summary

Highly motivated HRGA Supervisor with 3+ years of experience in telecommunications and 3 years as a Project Management Officer in a digital education company. Expertise in managing both HR Department and General Affairs (GA) functions, including talent acquisition, employee relations, facilities management, and procurement. Experienced in leading cross-functional teams, optimizing processes, and ensuring smooth project execution. Proficient in aligning business objectives with HR and GA strategies to enhance productivity and operational efficiency. A graduate of Telkom University, passionate about fostering a collaborative work environment and driving business success in management.

Professional Experience

HRGA Supervisor

PT Inter Medialink Solusi, South Jakarta, Indonesia

[August, 2024] – Present

- Oversee HR and General Affairs (GA) operations for a workforce of 4 employees, ensuring smooth day-to-day operations, efficient facility management, and compliance with organizational policies.
- Lead recruitment and onboarding processes, improving hiring efficiency and reducing onboarding time by 15%.
- Coordinate general affairs functions including office maintenance, asset management, and procurement of office supplies and services.
- Develop and implement employee engagement initiatives, improving employee satisfaction and retention by 60%.
- Managed employee relations, resolving conflicts and ensuring compliance with labor laws and internal policies, reducing workplace disputes by 80%.
- Collaborated with department heads to identify HR needs and tailor solutions to enhance team performance and overall productivity.
- Supported the performance management cycle, conducting regular feedback sessions, performance reviews, and career development discussions.
- Administered employee benefits programs, ensuring employee satisfaction and contributing to increased retention and engagement.
- Ensure compliance with local labor laws and regulations in both HR and GA operations, minimizing legal risks.
- Collaborate with department leaders to develop and execute HR programs and policies that align with business objectives.

- Manage vendor relationships and negotiate contracts to optimize service delivery and cost efficiency.

HR & GA Staff / Officer

PT Inter Medialink Solusi, [South Jakarta, Indonesia]

[October/2022] – [July/2024]

- Provided support in day-to-day HR and general affairs functions under the supervision of the HR Manager.
- Maintained employee database, attendance records, and leave management systems.
- Coordinated facility-related repairs and maintenance schedules to ensure smooth operations.
- Assisted in recruitment logistics, candidate screening, and administrative tasks.
- Helped process monthly payroll inputs, BPJS submissions, and employee tax documentation.

Project Management Officer Freelance

Quarter Institute, South Jakarta, Indonesia

[December/2021] – [December/2025]

- Managed multiple digital education projects, from initiation to completion, overseeing project timelines, budgets, and resource allocation.
- Led cross-functional teams to deliver projects on time and within budget, improving project efficiency.
- Worked closely with stakeholders, including internal teams and external clients, ensuring that project goals were aligned and met with high satisfaction.
- Assisted in the development of process improvements that enhanced team collaboration and increased overall project success rates.

Leadership & Organizational Involvement

- **Member, Himpunan Mahasiswa Manajemen Bisnis Telekomunikasi Informatika Telkom University**, [August/2019] – [April/2020]
 - Played an active role in organizing industry networking events, seminars, and workshops, enhancing collaboration between students and industry professionals.
 - Contributed to student development by leading workshops on project management and leadership skills.
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Education

Bachelor of Business Management, Telecommunications & Informatics

Telkom University, Bandung, Indonesia

Start: August 2017

Graduated: December/2021

IPK : 3.36

Languages

- **English:** Intermediate
 - **Indonesia:** Fluent
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Certifications

- Basic Learning & Development – PT MSDM Indonesia Bisa, 2025
 - HR Legal – PT MSDM Indonesia Bisa, 2025
 - HR Generalist– PT MSDM Indonesia Bisa, 2024
 - Bisa Memahami Alat Tes DISC – PT MSDM Indonesia Bisa, 2024
 - Menyusun SOP dan KPI Untuk Perusahaan – PAKAR, 2024
 - KPI OKR Karyawan – PT MSDM Indonesia Bisa, 2024
 - Belajar Dasar Human Capital Management – Kelas Work, 2023
 - Basic Human Resource – Kelas Work, 2023
 - TOEFL EPRT Certified, Score : 450 – Pusat Bahasa Telkom University
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Core Competencies

- HR Strategy, Policy Development & Compliance
 - HR Operations & Employee Relations
 - Talent Acquisition & Onboarding
 - Training & Development
 - Conflict Resolution
 - General Affairs & Facilities Management
 - Project Internal Planning & Execution
 - Stakeholder & Vendor Management
 - Performance Management
 - Process Improvement & Optimization
 - Budgeting & Cost Control
 - Risk Management
 - HR Software: Mekari Talenta, Altius People & Enterprise
 - Project Management Tools: Trello
 - Microsoft Office Suite: Excel, Word, PowerPoint, Outlook
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References

- **Maulida**
Admin Finance & Accounting of PT Inter Medialink Solusi
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 - **Rotua Nuraini Tampubolon**
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