

Amanda Arfani Siregar

HRGA COORDINATOR

Dedicated and hardworking individual with 5 years experience in the Human Resource. I also have experience in HR Generalist, Employee Relations, Recruitment, Payroll, GA, Development.

As a HR Executive I work with Founders, Head of Corporate Strategy and Operations. I handled 2 employees of HRGA Intern and Cleaning Service.

Committed to contributing constructively good and sustainable company to increase company performance. Detail-oriented and quick to learn, I thrive in diverse environments and passionate about all aspects of Human Resources, especially people and organizational development. I'm driven to continuously improve and grow in my field.



Skills

Communication
Interview

Psychological Test

- Observation
- Negotiation
- Analytical Thinking
- Problem Solving

- HRIS System (Talanta, Greatday)
- Canva Editor
- Social Media savvy (LinkedIn, Instagram, Tiktok)

Education



UNIVERSITAS SURABAYA
Bachelor of Psychology
2016-2020

Training & Certification

BNSP - Certification of
Competence Human Capital
Supervisor 2023-2026
No: 70209 1212 4 00010166 2023

Contact



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Amanda Arfani Siregar



Tebet, Jakarta Selatan

Working Experience



PT Solusi Senyum Indonesia (KLAR Smile)

- Human Resource Executive, April 2025 - June 2026
- HRGA Coordinator, June 2026 - Current

KLAR Smile is an Indonesian oral wellness startup, founded in 2020, that specialises in affordable, custom-made clear aligners as an alternative to traditional metal braces. Often dubbed the "Invisalign of Indonesia," KLAR Smile leverages digital dentistry and orthodontist-designed solutions to provide accessible dental care across the country.

Human Resource:

- Maintain accurate and up-to-date employee records in HRIS Talenta by Mekari and Prepare HR-related documents such as employment contracts, offer letters, warning letters, termination notices, and promotion/transfer letters.
- Monitor monthly BPJS contributions and private insurance, coordinate with Finance to ensure timely and accurate payment of premiums.
- Managed end-to-end payroll processing, including data collection, salary computation, overtime, incentives, and deductions, ensuring accurate and timely disbursement.
- Create, update, and maintain Standard Operating Procedures (SOP) for HR and operational processes.
- Draft clear, concise, and standardized job descriptions that outline key responsibilities, required skills, educational background, experience levels, and performance expectations.
- Led full-cycle recruitment processes from job posting, candidate sourcing, CV screening, conducting preliminary interviews, and coordinating with users.
- Coordinated the onboarding process for new employees, including preparing employment agreements, welcome kits, and system access.
- Support planning and execution of employee engagement programs Assist in organizing company events, celebrations,
- Provided day-to-day HR and operational support to employees and management, acting as a liaison for administrative coordination.
- Conducted one-on-one coaching sessions to help team members set clear goals, overcome challenges, and enhance their competencies.
- Create an organizational structure and coordinate with management and sounding to employees

General Affair:

- Monitoring GA to manage HRGA Intern to ensure the target there were no complaints, and the work was completed according to the SLA
- Create monthly plans for company needs and coordinate with the finance team
- Create budget plan & monitoring Budget

Working Experience



PT. INTEGRITYA
DEKORINDO

PT Integritya Dekorindo

Talent Acquisition Specialist, November 2023 - April 2025

Retail company of Integra Group. PT Integritya Dekorindo launched the brand KANA Furniture. KANA is an Urban Lifestyle Furniture that reflects personality and style in every room, providing design inspirations as well as the provisions of design consultations.

- Plan, Execute, and Manage Manpower Planning (MPP): Oversee workforce planning to support strategic recruitment needs.
- Collaborate with Department Heads: Coordinate closely with all department leaders to fulfill workforce requirements and address staffing requests.
- Manage End-to-End Recruitment Process: Handle all aspects of recruitment from workforce requests, job advertisement on recruitment platforms, talent sourcing and screening, conducting interviews, psychological test, reference check, making job offers, preparing employment contracts and onboarding.
- Conduct Interviews and Negotiations: Lead interview and negotiation processes for both staff and managerial-level positions.
- Oversee Recruitment Administration and Documentation: Ensure all recruitment-related administration and documentation is organized and accurately archived.
- Responsible for New Employee Onboarding: Facilitate the onboarding process to ensure a smooth transition for new hires.
- Conduct assessments for employees to identify promotion potential and support career advancement.
- Coordinate with the holding company to centralize all information and ensure streamlined communication

Working Experience



PT Seger Ayom Andharbehi

HR Generalist, May 2021 - November 2023

Seger Ayom Andharbehi is a holding company that oversees several companies engaged in several fields such as Expedition (Truck), Plastic Manufacturing, Property (Warehouse), Agricultural Commodities and F&B.

Personnel:

- Monitor Employee Attendance and Leave: Oversee employee attendance, leave, permissions, and sick leave using the Sunfish Greatday HRIS system.
- Manage Employee Data: Maintain accurate and updated employee records.
- Payroll Reporting: Responsible for meal allowance payroll calculations and reporting to the Manager.
- Prepare and submit monthly reports for BPJS Health and BPJS Employment.
- Conduct Competency Evaluations: Perform employee performance appraisals at contract end periods as a requirement for contract renewal.
- SOP Development and Compliance: Analyze, create, and ensure the proper implementation of Standard Operating Procedures (SOPs) by employees.
- Build and Maintain External Partnerships: Establish strong relationships with external partners to facilitate internship collaborations with vocational high schools.
- Administer Disciplinary Actions: Issue warning letters to employees who violate company policies or disciplinary standards.

Working Experience



PT Seger Ayom Andharbehi

HR Generalist, May 2021 - November 2023

Recruitment:

- Recruitment, Handling requests from Head of Department for new/replacement employees, psychological tests, interviews, salary negotiations, until joint as new employee.

Training & Development:

- Coordinated the implementation of training and development programs to enhance employee skills.
- Design and Execute Team Outing Programs: Develop and lead outing programs from concept through execution in collaboration with the HR team.

Employer Branding:

- Managed and created content for PT SAA's LinkedIn pages.
- Designed and Distributed Employee Birthday Cards: Created personalized birthday cards for employees and coordinated automated email blasts to celebrate and foster a positive workplace culture.



PT Gudang Ada Globalindo

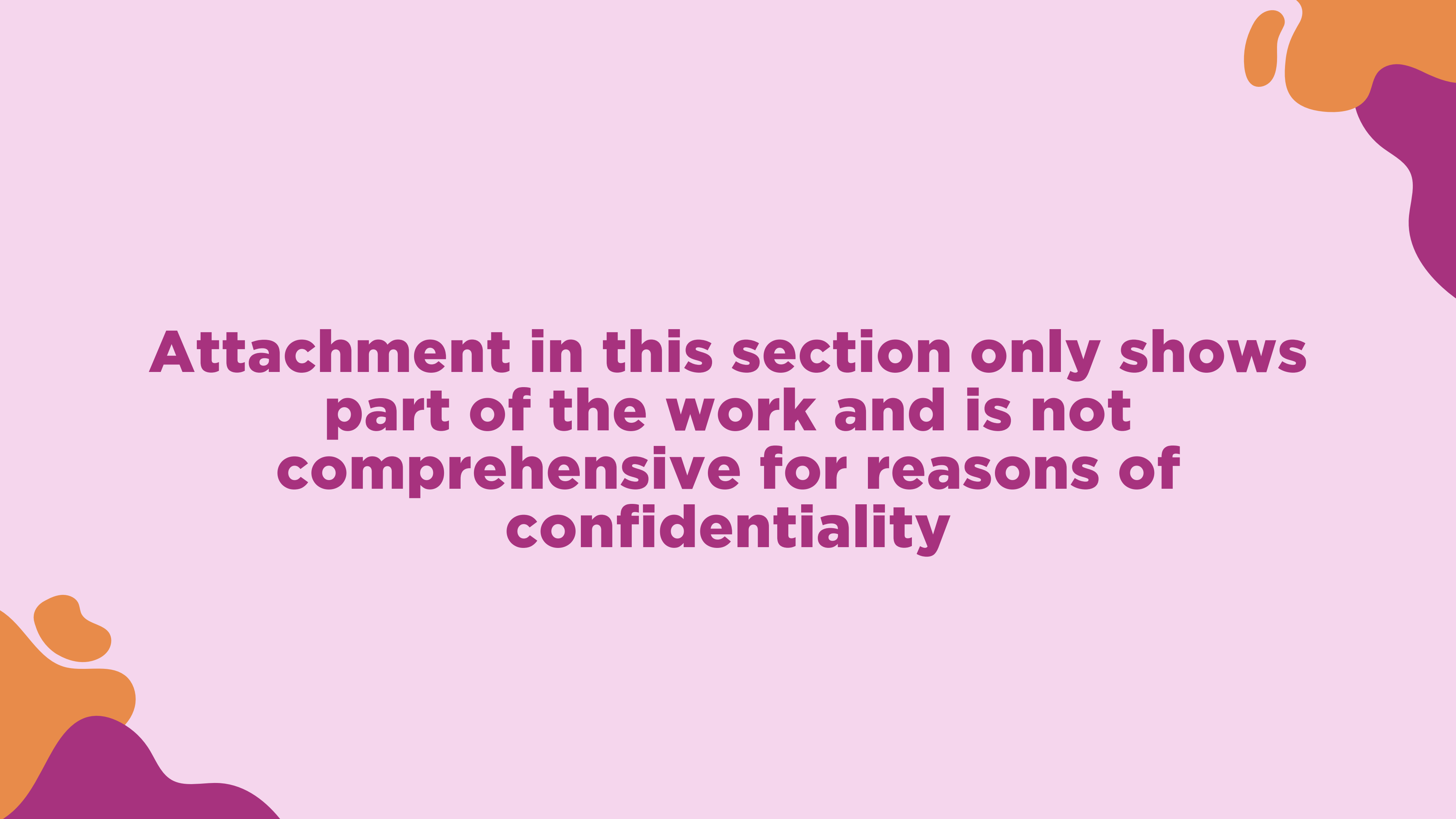
HR Recruitment Intern, December 2020 - April 2021

Gudang Ada is B2B e-commerce platform that connects manufacturers, wholesalers, and retailers across Indonesia.

- Managed Full-Cycle Recruitment for Sales Staff and Leadership Roles in East Java, Bali, and Nusa Tenggara, overseeing candidate sourcing, interviewing, and onboarding.
- Primary Point of Contact for engaging external partners, organizing job fair participation, and utilizing job portals to expand candidate outreach.
- HR Administration and Reporting: Maintained employee attendance records, managed employee status changes and reimbursements, and prepared hiring reports for the HRBP Manager.

Certification Training





**Attachment in this section only shows
part of the work and is not
comprehensive for reasons of
confidentiality**

Operational Compliance

at PTSolusi Senyum Indonesia

Job Analysis, Job Profile & SOP

C. Berikanlah highlight warna **HIAU, KUNING, MERAH** pada Daftar Tugas. Hijau untuk jenis pekerjaan yang mudah, dan merah untuk pekerjaan yang sangat menyita waktu/ banyak/ sulit selesai, sedang kuning untuk jenis pekerjaan yang

Daily Tasks			Weekly Tasks			Monthly Tasks		
Daftar Tugas	Pokok/ Penunjang/ Tambahan	Jalur Koordinasi	Daftar Tugas	Pokok/ Penunjang/ Tambahan	Jalur Koordinasi	Daftar Tugas	Pokok/ Penunjang/ Tambahan	Jalur Koordinasi
1. Talenta Operations	Pokok	-	1. Contract & probation review	Pokok	All reviewer	1. Payroll, PKWT Compensation, fee insurance	Pokok	Head of Ops, Finance, All Head Dept
2. Administrasi persuratan	Pokok	Employees	2. People development	Penunjang	Head of ops, employees	2. BPJS & Private Insurance	Pokok	Finance, employee
3. Employee relation	Pokok	Employee				3. Recruitment, Onboarding, Offboarding	Pokok	User, Head of ops, Employee
						4. Engagement	Penunjang	All employees



DESKRIPSI PEKERJAAN PT SOLUSI SENYUM INDONESIA

Nama Posisi	Sales Expert	
Departemen / Seksi	Sales	
Posisi Atasan langsung	National Sales Manager (NSM)	
Disiapkan :	Diperiksa :	Disetujui :
Amanda Arfani S		

DESKRIPSI PEKERJAAN SECARA UMUM

Tugas dan Tanggungjawab Utama :

Bertanggung jawab dalam memenuhi target perusahaan dengan cara menyusun strategi untuk mencapai target penjualan, yaitu jumlah pasien, dari key account klinik dengan melakukan *canvassing* dan follow up terhadap referral dan *new customer*, melakukan pengawalan implementasi dan proses invoicing, dan monitoring AR.

URAIAN PEKERJAAN

I. AKTIVITAS UTAMA

- Membangun hubungan yang baik dengan calon customer (dokter gigi dan klinik gigi) dengan terus mengikuti perkembangan klinik gigi dan dokter gigi di wilayah yang sudah ditetapkan, termasuk untuk mencari klinik/dokter gigi yang memiliki potensi besar untuk diajak bergabung ke dalam network KLAR
- Melakukan dialog dan diskusi langsung dengan calon customer (dokter gigi dan klinik gigi) untuk mendapatkan pemahaman yang baik terkait operasional, tantangan, serta kebutuhan bisnisnya
- Membangun hubungan baik melalui komunikasi yang intens dengan pihak partner untuk

1. TUJUAN

Untuk memberikan pedoman dalam pelaksanaan proses rekrutmen dan seleksi bagi seluruh calon karyawan di **PT. Solusi Senyum Indonesia** ("Perusahaan"). Prosedur ini juga bertujuan untuk memastikan kualitas dan konsistensi proses rekrutmen dalam upaya mendapatkan sumber daya manusia yang tepat bagi Perusahaan.

2. RUANG LINGKUP

Prosedur ini berlaku untuk seluruh tingkat karyawan Perusahaan mulai dari **Support Level** sampai dengan **Executive Level**.

3. DEFINISI:

People Development

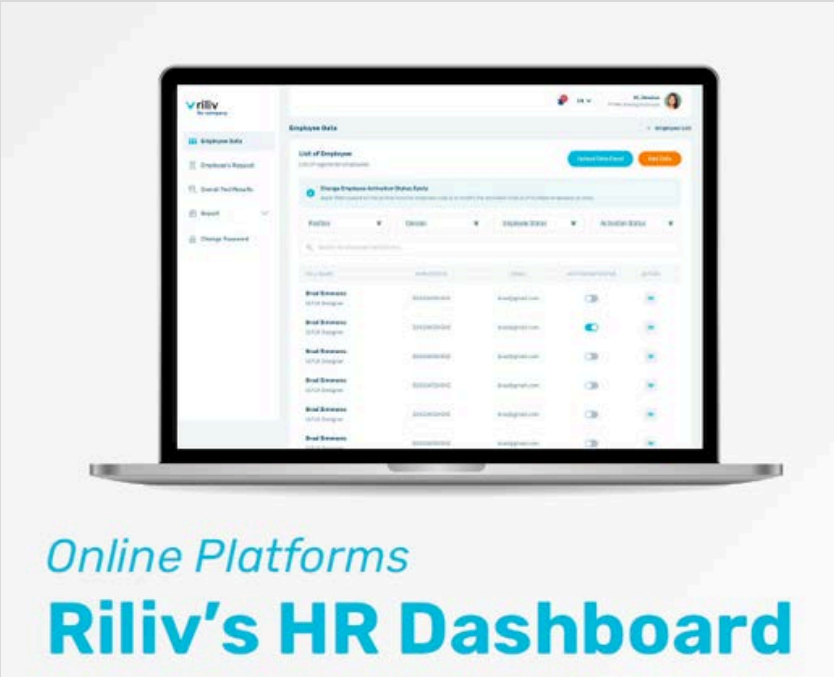
at Solusi Senyum Indonesia



Employee Engagement

at Solusi Senyum Indonesia

Well-being support (councelling)



Outing

Jakarta	
Akomodasi (Villa)	2D1N
Games	
Konsumsi	3X+1 Sna
Akomodasi (Bus)	2D1N
Banner	
Kertas kopi	4
Print Sertifikat	10
Obat-obatan (tolak angin, antim	
Snack (hadiah outbond)	
Aqua 600 ml @24/du	4
Coffee, teh, gula, dll	
Hadiah Karyawan SM	5
Tip Driver	2
E-toll	2

General Affair

at Solusi Senyum Indonesia

Monitoring Stock

Kode Barang	Nama Barang	Kategori	Satuan	Stok Awal Bulan	Barang Masuk	W1	W2	W3	W4	Total Terpakai	Min Stok	Keterangan
PNT-001	Kopi : Delizio Caffino Kopi Latte	Pantry	Sachet	0	80	30	20	45				
PNT-002	Kopi : Good Day Cappucino	Pantry	Sachet	0	80	30	20	45				
PNT-003	Kopi: Indocafe Coffemix	Pantry	Sachet	0	80	30	20	45				
PNT-004	Kopi: Cap Liong	Pantry	Sachet	0	80	30	20	45				
PNT-005	Kopi: Kapal Api Pack	Pantry	Box/Pack	1	2	1	0	2				
PNT-006	Kopi: Nescafe 90gr	Pantry	Box/Pack	2	2	1	0	1				
PNT-007	Kopi: Good Day Korean Latte	Pantry	Sachet	40	0	0	0	40				
PNT-008	Teh: Poci Celup	Pantry	Box/Pack	2	0	2	2	2				
PNT-009	Max Creamer	Pantry	Pcs	50	0	50	50	50				
PNT-010	Gula	Pantry	Box/Pack	1	2	2	2	2				
PNT-011	Kopi: Nescafe 45gr	Pantry	Box/Pack	0	0	0	0	0				
PNT-012	Maxtea Apple Tea	Pantry	Sachet	20	0	10	5	0				
PNT-013	Maxtea Lemon Tea	Pantry	Sachet	15	0	5	5	0				
PNT-014	Good Day Freeze	Pantry	Sachet	0	80	30	20	45				
PNT-015	Milo Sachet	Pantry	Sachet	0	40	0	0	40				
SAN-001	Tissue Livi	Sanitary	Box/Pack	19	48	19	67					
SAN-002	Tissue Roll	Sanitary	Roll	20	100	20	120					

VOC

TYPE	JENIS PERMINTAAN	DESCRIPTION	REQUEST	CLOSED	AVG	REMARKS	TIPE	STATUS	BIAYA	FOTO BEFORE	FOTO AFTER
REGULAR	PERAWATAN	PERBAIKAN KURSI R. MEETING	10-Jul		-46169	AVAILABLE -DALAM MINGGU INI AKAN SURVEY (13/7)	MAINTENANCE	IN PROGRESS			
REGULAR	PERAWATAN	TREATMENT TERHADAP SERAGAM BEKAS	25-Jun		-46198	Menunggu jawaban dari bu ellen melalui bu neysa	LAINNYA	OPEN	0		
REGULAR	PEMBELIAN	SERAGAM KAOS	29-Jun		-46202	MENUNGGU SAMPEL KAOS DARI VENDOR -TUNGGU INVOICE (13/7) -Pengajuan approval bu neysa (14 jul)	LAINNYA	IN PROGRESS	4020000		
REGULAR	PEMBELIAN	PEMBELIAN KOPI BUBUK (KAPAL API & NESCAFE)	13-Jul	13-Jul	0	BELI INSTAN	LAINNYA	CLOSED	163100		
REGULAR	PEMBELIAN	PEMBELIAN GALON	14-Jul		-46217	MASIH ORDER	LAINNYA	IN PROGRESS	132000		
REGULAR	PEMBELIAN	Pembelian RTK	13-Jul		-46216	pengajuan approval bu neysa (14 jul)	LAINNYA	IN PROGRESS			
REGULAR	PERBAIKAN	Perbaikan lampu dekat sofa	15-Jul	15-Jul	0	sudah dikerjakan oleh mas maul- ditempel dengan 3M	LAINNYA	CLOSED			
REGULAR	PEMBELIAN	PEMBELIAN RTK CLEANING	15-Jul	15-Jul	0	SUDAH DIBELI	LAINNYA	CLOSED	227.032		

Recruitment

at PT Integriya Dekorindo

Logbook Recruitment

MY ACHIEVMENT KPI TARGET IN 45 DAYS MUST BE HIRED

TAHUN	BULAN	NAMA JABATAN	USER	KETERANGAN	SOURCE	JUMLAH KARYAWAN	WILAYAH	TGL PERMINATAN	ACC. ON	STATUS	NAMA KARYAWAN	TOTAL DAY
2024	JUN	Admin Inbound & Outbound	TRIANTO	KARYAWAN	ITY	1	TANGERANG	03/06/24	13/06/24	DONE	Anggi Milkbal	10
2024	JUN	Product Development Intern	GABY	HARIAN TEMPORARY	ITY	1	SURABAYA	13/06/24	24/06/24	DONE	Naswa Mahfuzhah	11
2024	JUN	QS Staff	EKO	KARYAWAN	ITY	1	JAKARTA	21/06/24	26/08/24	DONE	reza nur wahyudi	66
2024	JUN	Freelance E-Commerce	FITRI	KARYAWAN	ITY	1	SURABAYA	25/06/24	26/06/24	DONE	Zefanya Aditya	1
2024	JUN	IT Staff	REZKI	KARYAWAN	ITY	1	JAKARTA	26/06/24	08/07/24	DONE	Jovan Christian	12
2024	JUN	MD Planner	PATRICIA	KARYAWAN	ITY	1	JAKARTA	28/06/24	08/07/24	DONE	Nenni Setianingsih	10
2024	JUN	MD Sourching	PATRICIA	KARYAWAN	ITY	1	SURABAYA	28/06/24	08/07/24	DONE	Febrinda	10
2024	JUN	QS Staff	EKO	KARYAWAN	ITY	1	SURABAYA	04/07/24	12/08/24	DONE	Fenti Nur Azizah	39

Personnel

at PT Seger Ayom Andharbehi

SUPER ADMIN FOR SUNFISH SaaS

The screenshot displays the 'Leave Balance Maintenance' page in the Sunfish SaaS application. The interface includes a top navigation bar with the company name 'PT Seger Ayom Andharbehi', language settings, and a search bar. Below the navigation bar, a breadcrumb trail shows the path: 'Time & Attendance > Leave > Leave Balance Maintenance'. The main content area features a table with columns for Employee No., Name, Start Valid Date, End Valid Date, Next Valid Date, Current Period, Entitlement, Proportional, Bring Forward, Forfeited, Adjustment, Allow to take, Used, and Remaining. The table lists four entries for two employees: Nora Fadila and Dian Puspa Wahyuni. Each entry shows leave balances for two periods: 01/01/2021 to 31/03/2022 and 01/01/2022 to 31/03/2023. The 'Adjustment' column contains input fields for each row. At the bottom right, there are 'Delete' and 'Submit' buttons.

☐	Employee No.	Name	Start Valid Date	End Valid Date	Next Valid Date	Current Period	Entitlement	Proportional	Bring Forward	Forfeited	Adjustment	Allow to take	Used	Remaining
☐	010003	Nora Fadila	01/01/2021	31/03/2022	01/01/2022	-	12	0	0	0	11	11	4	7
☐	010003	Nora Fadila	01/01/2022	31/03/2023	01/01/2023	-	12	12	5	0	0	17	0	17
☐	010001	Dian Puspa Wahyuni	01/01/2021	31/03/2022	01/01/2022	-	12	0	0	0	10	10	9	1
☐	010001	Dian Puspa Wahyuni	01/01/2022	31/03/2023	01/01/2023	-	12	12	1	0	1	14	1	13

Payroll & Disbursement

at PT Solusi Senyum Indonesia

SUPER ADMIN FOR TALENTA BY MEKARI

The screenshot displays the 'Run Payroll' interface within an HRIS system. The top navigation bar includes a logo, 'HRIS' dropdown, a 'Summarize data' button, and user information for Amanda Arfani Siregar. The left sidebar lists 'PAYROLL PROCESSING' options: Payroll history, Run payroll (selected), Run THR, Import payroll, and Settings. The main content area shows a progress bar with three steps: Done (1), Review (2, active), and Summary (3). Below the progress bar, the 'Review data' section provides summary information: Payment schedule (Default (24 Nov 2025)), Payroll cut off period (25 Oct - 24 Nov 2025), and Employee count (101 employees). At the bottom, there are tabs for 'Overview' and 'Detail', and a table with columns: Employee, Basic salary, Allowance, Additional earnings, Deduction, Benefit, and Total. Action buttons like 'Reset this payment schedule', 'Reset this period', 'Import', and 'Export' are also visible.

HRIS

Summarize data

Amanda Arfani Siregar
KLAR Smile

Guidebook

PAYROLL PROCESSING

Payroll history

Run payroll

Run THR

Import payroll

Settings

Run Payroll

Done 1 — 2 Review — 3 Summary

Review data

You can review or manage employee payroll components.

Payment schedule
Default (24 Nov 2025)

Payroll cut off period
25 Oct - 24 Nov 2025

Employee
101 employees

Overview Detail

Reset this payment schedule

Reset this period

Import

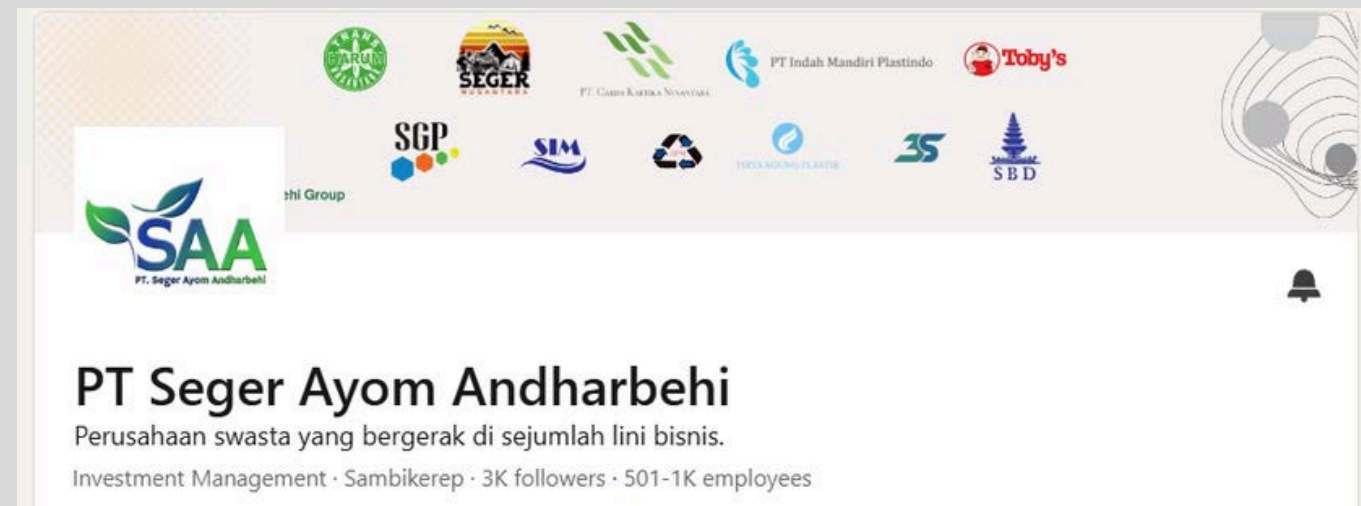
Export

Search...

Employee	Basic salary	Allowance	Additional earnings	Deduction	Benefit	Total
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at PT Seger Ayom Andharbehi

CREATE LINKEDIN PAGE - FOR SAA BRANDING



The image features a light pink background with abstract, organic shapes in orange and purple colors in the corners. The shapes are layered, with the purple shapes appearing in front of the orange ones. The text "THANK YOU" is centered in a bold, purple, sans-serif font.

THANK YOU