



AUDREY ADINDA CHANTIQA

Phone : +62 812 2203 2747
Email : audreyawaney@gmail.com
LinkedIn : Audrey Adinda C
Address : Cimahi, West Java

SUMMARY

I am a people-oriented and goals-oriented person with over five years of experience in the field of Human Resources as a Generalist and gaining new experiences as a Sales Executive. Moreover, I am self-motivated and able to work independently. But I am also able to collaborate and thrive in a team environment. I am currently seeking the next challenging role to further contribute my skills.

EDUCATION

Bachelor of International Relations **2015 - 2019**
Jenderal Achmad Yani University
GPA 3.43 / 4.00

WORK EXPERIENCE

Recruitment and Training Staff, Altima Group **Jan 2026 - Present**

- Handle end-to-end and mass recruitment processes (job posting, CV screening, interviews, job offers)
- Conduct onboarding process for new employees, including orientation and document administration
- Conduct employee training sessions and ensure training materials are delivered effectively including prepare training reports, attendance records, and evaluation summaries after each training program
- Organize employee engagement activities and company events
- Conduct internal audit activities, prepare audit reports, and monitor follow-up actions to ensure compliance with company standards and procedures.

People Operations Associate, Lalamove Indonesia **Jun 2025 - Sep 2025**

- Handle end-to-end recruitment process (job posting, CV screening, interviews, job offers)
- Manage monthly payroll calculation
- Oversee office operations including building lease, facility maintenance, and vendor coordination
- Manage office inventory and supplies (stationery, equipment, pantry items, etc.)
- Coordinate office repairs and improvements to maintain a comfortable work environment
- Organize employee engagement activities and company events (team building, gatherings, celebrations)
- Support initiatives to improve workplace culture and employee satisfaction
- Assist in implementing HR programs related to employee development

Sales Executive, Valore Hotel Cimahi **Jul 2024 - Jan 2025**

- Prospected and acquired new corporate, group, and individual clients
- Prepared daily, weekly and monthly sales reports such as PNL Report & Forecast
- Achieved sales targets by identifying customer needs, presenting tailored offers, and closing deals effectively
- Coordinated and facilitated client site visits

Compensation & Benefits Staff, PT. Panca Abadi Nan Jaya (Sushi Tei)

Jun 2023 - Apr 2024

- Responsible for HR administration tasks (e.g. verklaring, employee termination, etc)
- Administer Health Insurance and BPJS Ketenagakerjaan programs
- Administer Employee Agreement (PKWT & PKWTT)
- Support semester Performance Appraisal processes
- Maintaining HRIS Program
- Conduct Human Resources Rules Workshop and Training Employee for Compensation and Benefits matter periodically

Human Resources & Legal Staff, Valore Hotel Cimahi

Nov 2016 - Sep 2021

- End-to-end recruitment process including sourcing candidates, conduct interview, assist in developing and implementing onboarding
- Administer BPJS Kesehatan and BPJS Ketenagakerjaan programs
- Administer Employee Agreement (PKWT & PKWTT)
- Providing training and development needs for employee
- Assist in the development and implementation of HR policies and procedures in accordance with legal requirements and best practices
- Maintain accurate HR records and databases, including employee information, attendance, and performance data
- Deal with employee conflicts and requests regarding human resources rules and regulations or any personal matters
- Liaise with external partners, like Dinas Ketenagakerjaan, BPJS Kesehatan, BPJS Ketenagakerjaan, and ensure legal compliance
- Responsible for company business licensing management and legal matters such as pleadings and contracts

SKILLS

- Communication
- Recruitment and Selection
- Training and Development
- Compensation and Benefits
- Employee Relations and Conflict Resolution
- Legal Administration
- Analytical and Interpersonal skills
- BPJS Kesehatan & BPJS Ketenagakerjaan

TOOLS/SOFTWARE

- **HRIS Systems:** Talenta
- **Job Portal Systems :** LinkedIn, Glints, Deals
- **ATS Systems:** Lever
- **Microsoft Office & Google Workspace**

LANGUAGE

- **Indonesian :** Native
- **English :** Advanced
- **Korean :** Beginner