



# Ummi Sa'idah

## Human Resource Specialist

### CONTACT:

- ☎ 0895611763984
- ✉ ummisaidah2610@gmail.com
- 📍 Depok, Jawa Barat

### EDUCATION:

**UNIVERSITAR MUHAMMADIYAH**  
**PROF DR HAMKA**  
**2016 - 2020**

Bachelor of Psychology GPA 3,41

### INTERNSHIP :

#### **PT INDO TECH SCIENTIFIC**

**Training Development Intern**  
**Feb 2018 - August 2018**

- Conducting training needs analysis for employees in GA division
- Oversees and evaluates (made daily, weekly, monthly reports)
- employees performance after took the training

### REFERENCE :

- PT Rumah Sunatan Indonesia  
Aseppudin (HR) - 081294742747
- PT Ens Management Group  
Maharani (HR) - 08877389845
- PT Tikstar Media Indonesia  
Panji (HR) - 089699777003

### EXPERIENCE:

#### **PT TIKSTAR MEDIA INDONESIA (FEB 2026- PRESENT)**

##### **HR Specialist**

- Employee Administration and Support
- Recruitment and Selection
- Conflict Resolution
- HR Policy Implementation
- Payroll
- Performance Appraisal

#### **PT ENS MANAGEMENT GROUP (OCT 2023 - NOV 2025)**

##### **HR Generalist**

- Employee Administration and Support
- Recruitment and Selection
- Orientation and Training
- Performance Appraisal
- Conflict Resolution
- HR Policy Implementation
- Talent Management
- Employee Engagement
- Payroll

#### **PT RUMAH SUNATAN INDONESIA (OCT 2021 - JULY 2023)**

##### **Corporate Secretary**

- Ensure that all support division administrative reports are completed on time
- Collecting data - data of the support division to make presentation materials by the support director
- Manage diaries and arrange support director meetings and appointments
- Drawing up and coordination with the secretary for the implementation of meetings related to the support division
- Assisting HR to conduct recruitment (Psychotest)
- Assisting HR to assess Head Office employees by conducting psychological tests
- Assisting the secretary of the President Director for the creation of letters
- Assisting the secretary of the President Director to tidy up important files of the company
- Take care of all office household needs