



RIO PUTRA ELFANI – HR Enthusiast

- 081210430663 | - rpelfani@gmail.com | LinkedIn:
<https://www.linkedin.com/in/rio-putra-elfani-94a949242/>

Bekasi, Jawa Barat.

PROFESIONAL SUMMARY

HR professional with hands-on experience in managing end-to-end HR functions, including recruitment, employee relations, payroll, and HR operations. Experienced in handling workforce management within client-based environments, collaborating with stakeholders to ensure effective HR service delivery and compliance. Recently expanded into Learning & Development consulting, supporting organizations in identifying capability gaps and implementing people development solutions. Seeking to contribute in a corporate HR role with a focus on strategic people management.

WORK EXPERIENCE

Key Account Manager (Learning & Development Solutions)– Executrain Nusantara Jaya | October 2025 – Present

- Partner with HR and L&D stakeholders to identify capability gaps and development needs
- Conduct Training Needs Analysis (TNA) discussions to align learning programs with business objectives
- Provide consultative recommendations on employee development initiatives
- Manage client relationships and ensure successful delivery of learning programs
- Collaborate with internal teams to execute training programs and evaluate effectiveness

Recruitment & HR Operations Staff – Swakarya Insan Mandiri (Dedicated to Client: FIFGROUP) Jakarta | May 2024 – September 2025

- Managed end-to-end recruitment process including sourcing, screening, interview coordination, onboarding, and hiring administration
- Coordinated with hiring managers and operational stakeholders to fulfill manpower requirements effectively
- Supported workforce planning and employee placement based on operational needs
- Maintained candidate and employee databases to support recruitment tracking and HR reporting
- Handled employee relations matters including counseling, disciplinary actions, and issue resolution
- Supported payroll, compensation & benefits administration, and HR operational compliance
- Collaborated with internal HR teams and client users to ensure smooth employee lifecycle management

HR Operations

PT Swakarya Insan Mandiri | Jun 2023 – May 2024

- Managed administrative processes for employees assigned to client companies (contracts, transfers, resignations).
- Maintained and updated employee data in HRIS/HRMS systems.
- Handled attendance, overtime validation, and payroll support activities.
- Administered BPJS and other employee benefit programs.
- Prepared HR documentation including warning letters, assignment letters, and employment certificates.
- Addressed day-to-day employee administrative needs and coordinated with field HR teams at client sites.

Credit Officer

PT KB Finansia Multi Finance (Kreditplus) | Aug 2022 – Apr 2023

- Conducted credit analysis and data verification to support business decisions.

EDUCATION

Bachelor of Communication Science

Universitas Singaperbangsa Karawang | 2017 – 2022

GPA: 3.67 (Cum Laude)

SKILLS

- End-to-End HR Management
- Recruitment & Talent Acquisition
- Recruitment Strategy
- Interview Coordination
- Manpower Planning
- Employee Relations
- Payroll & Benefits Administration
- HR Operations & Compliance
- Training & Development Support
- HRIS / HRMS
- Stakeholder Management
- Data Analysis (Excel, Google Sheets)

LANGUAGES

- Bahasa Indonesia – Native
- English – Professional Working Proficiency





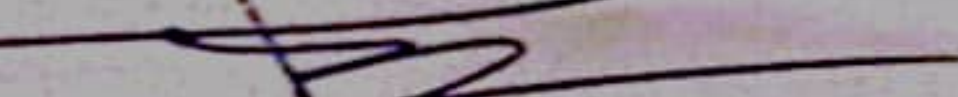
IJAZAH

KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI UNIVERSITAS SINGAPERBANGSA KARAWANG Peraturan Presiden RI Nomor 123 Tahun 2014

Memberikan Kepada	: RIO PUTRA ELFANI
Tempat, Tanggal Lahir	: Bekasi, 20 Juli 1999
Nomor Pokok Mahasiswa	: 1710631190125
Tahun Pertama Masuk Perguruan Tinggi	: 2017
Program Pendidikan	: Sarjana
Fakultas	: Ilmu Sosial dan Ilmu Politik
Program Studi	: Ilmu Komunikasi
Status Akreditasi	: BAN-PT SK No : 1566/SK/BAN-PT/Akred/S/VI/2018, tanggal 6 Juni 2018
Tanggal Kelulusan	: 3 Juni 2022

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan, dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya, serta berhak memakai gelar Sarjana Ilmu Komunikasi (S.I.Kom.)

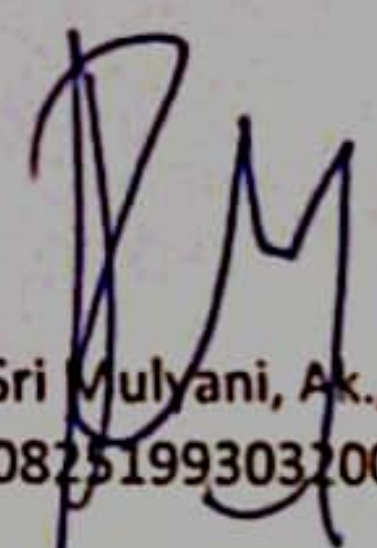
DEKAN
Fakultas Ilmu Sosial dan Ilmu Politik,


Dr. Ilyas, S.H., M.H.
NIP 196303121983031004



Karawang, 10 Juni 2022
REKTOR,




Prof. Dr. Sri Mulyani, Ak., CA., ASEAN CPA.
NIP 196708251993032001



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
UNIVERSITAS SINGAPERBANGSA KARAWANG

Jl. H.S. Ronggowaluyo Telukjambe Timur - Karawang 41361

Telp. (0267) 641117, Fax. (0267) 641367

Website : www.unsika.ac.id email : info@unsika.ac.id

TRANSKRIP AKADEMIK
ACADEMIC TRANSCRIPT

Nomor Seri
Serial Number : 220010631190024

Nama
Name : Rlo Putra Elpani

Tempat, Tanggal Lahir
Place, Date of Birth : Bekasi, 20 Juli 1999
Bekasi, July 20th 1999

N.P.N
Student Registration Number : 1710631190125

Program Pendidikan
Education Program : Strata Satu (S1)
Bachelor

PIN : 702012022000239

Fakultas
Faculty : Ilmu Sosial dan Ilmu Politik
Social Science and Political Science

Program Studi
Study Program : S1 Ilmu Komunikasi
Communication Science

Status Akreditasi
Accreditation Status : BAN-PT PERINGKAT "B"
BAN-PT "B" Rank

Tanggal Kelulusan
Date of Graduation : 03 Juni 2022
June 3rd 2022

NO	MATA KULIAH COURSES	KODE MK CODE	SKS Cr	HM Gr	AM GP	KN P	NO	MATA KULIAH COURSES	KODE MK CODE	SKS Cr	HM Gr	AM GP	KN P
1	Pendidikan Kewarganegaraan Civic Education	IKO61302	3	A	4.00	12	19	Psikologi Komunikasi Communication Psychology	IKO61321	3	A	4.00	12
2	Bahasa Inggris English	IKO61304	2	B	3.00	6	20	Filsafat Komunikasi Communication Philosophy	IKO61322	3	C	2.00	6
3	Pengantar Ilmu Politik Introduction to Political Science	IKO61306	2	B	3.00	6	21	Public Speaking Public Speaking	IKO61323	3	B	3.00	9
4	Sistem Sosial dan Budaya Indonesia Indonesian Cultural and Social System	IKO61307	2	A	4.00	8	22	Dasar-Dasar Fotografi Basic of Photography	IKO61324	3	A	4.00	12
5	Sistem Hukum Indonesia Indonesian Law System	IKO61308	2	B	3.00	6	23	Bahasa Jurnalistik Jurnalistic Language	IKO61325	3	A	4.00	12
6	Sistem Ekonomi Indonesia Indonesian Economics System	IKO61310	2	A	4.00	8	24	Teori Komunikasi Communication Theory	IKO61326	3	A	4.00	12
7	Ilmu Kealaman Dasar Basic Natural Science	IKO61312	2	A	4.00	8	25	Komunikasi Politik Political Communication	IKO61327	3	A	4.00	12
8	Pengantar Ilmu Komunikasi Introduction to Communication	IKO61313	3	B	3.00	9	26	Komunikasi Antar Pribadi Interpersonal Communication	IKO61328	3	A	4.00	12
9	Pendidikan Agama Religion Education	IKO61301	2	A	4.00	8	27	Komunikasi Bisnis dan Kewirausahaan Communication for Entrepreneurship and Bussenis	IKO61329	3	A-	3.75	11.25
10	Bahasa Indonesia Indonesian Language	IKO61303	2	A	4.00	8	28	Komunikasi Sosial dan Pembangunan Social and Development Communication	IKO61330	3	A-	3.75	11.25
11	Dasar-Dasar Ilmu Sosial Basic of Solal Science	IKO61311	3	B	3.00	9	29	Komunikasi Lintas Budaya Intercultural Communication	IKO61331	3	B	3.00	9
12	Pengantar Public Relations Introduction to Public Relations	IKO61314	3	A	4.00	12	30	Pengantar Statistik Sosial Introduction for Social Statistics	IKO61309	2	A-	3.75	7.5
13	Pengantar Jurnalistik Introduction to Jurnalistics	IKO61315	3	A	4.00	12	31	Komunikasi Organisasi Organization Communication	IKO61332	3	B+	3.50	10.5
14	Pengantar Manajemen Komunikasi Introduction to Communication Management	IKO61316	3	A	4.00	12	32	Penulisan Berita News Writing	IKO61333	3	A	4.00	12
15	Dasar-Dasar Logika Introduction to Logics	IKO61317	2	A	4.00	8	33	Metode Penelitian Sosial Research Method For Social Science	IKO61334	3	A-	3.75	11.25
16	Opini Publik Public Opinion	IKO61318	3	B	3.00	9	34	Komunikasi Massa Mass Communication	IKO61335	3	A	4.00	12
17	Sosiologi Komunikasi Communication Sosiology	IKO61319	3	B	3.00	9	35	Manajemen Public Relations Public Relations Management	IKO61336	3	A	4.00	12
18	Aplikasi Komputer Computer Application	IKO61320	3	C	2.00	6	36	Hubungan Media* media relations*	IKO61349	3	A	4.00	12

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37	Metode Penelitian Komunikasi Research Methods Communication	IKO61337	3	B+	3.50	10.5	45	Kuliah Kerja Nyata (KKN) Community Service Program	IKO61305	3	B+	3.50	10.5
38	Komunikasi Pemasaran Marketing Communication	IKO61338	3	A-	3.75	11.25	46	Marketing Public Relations Marketing Public Relations	IKO61343	3	B+	3.50	10.5
39	Produksi Program Radio Production of Radio Program	IKO61339	3	A	4.00	12	47	Produksi Program Televisi Production of Television Program	IKO61344	3	A-	3.75	11.25
40	Teknik Reportase dan Wawancara Report Technique and Interview	IKO61340	3	A	4.00	12	48	Manajemen Media Massa Management for Mass Media	IKO61345	3	A	4.00	12
41	Produksi Media Public Relations Production of Public Relations Media	IKO61341	3	A	4.00	12	49	Kuliah Kerja Lapangan (KKL) Field Study	IKO61347	3	A	4.00	12
42	New Media Society New Media Society	IKO61342	3	B+	3.50	10.5	50	Public Relations Politik Political Public Relation	IKO61357	3	A-	3.75	11.25
43	Produksi Media Cetak Print Media Production	IKO61353	3	A	4.00	12	51	Skripsi Final Research	IKO61348	6	A	4.00	24
44	Kapita Selekta Komunikasi Capita Selecta for Communication	A1A9527	2	A	4.00	8	Jumlah / Overall Score				145	531.5	

"Pengaruh Kredibilitas Pemimpin Terhadap Kinerja Pegawai"
 "The Influence of Leader Credibility on Employee Performance"

Jumlah SKS yang ditempuh Numbers of Credit that have been taken	: 145	HM Gr	: Huruf Mutu Grade
Jumlah Kumulatif Nilai Total Cumulative Point	: 531.5	SKS Cr	: Satuan Kredit Semester Credit Units
Indeks Prestasi Kumulatif (IPK) GPA (Grade Point Average)	: 3.67	AM Gp	: Angka Mutu Grade Points
Predikat Kelulusan Predicate of Graduation	: <u>Pujian</u> Cum Laude	KN P	: Kumulatif Nilai Points

Dekan
Dean

Dr. Ilyas, S.H., M.H.
NIP. 196303121983031004



Karawang, 10 Juni 2022
 Karawang, June 10th 2022
 Rektor
 Rector

Prof. Dr. Saiful Mulyanti, Ak. CA, ASEAN CPA.
 NIP. 196708251993032001

CERTIFICATE

OF ATTENDANCE

this certificate is proudly presented to:

Rio Putra Elfani

Is proudly awarded this certificate for successfully mastering the course

Data Management di Google Sheets

Jakarta, 12 February 2026



Agus Budiharto Muljadi

General Manager