



Febriansyah Ramdan

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EXECUTIVE SUMMARY

Human Resources professional with a drive to deliver HR service that meets employees and businesses needs. Experienced in carrying out daily HR operations, skilled in maintaining relationships and compliance, data management, and overall office administration. Hands-on experience optimizing recruitment processes for company needs, administration, and employee personnel. My skills include proficiency in Microsoft Office, excellent communication abilities, and strong multitasking skills. I am poised to bring my dedication and experienced to support the smooth operations of your company.

WORK EXPERIENCE

PT. Kalibesar Raya Utama - Jakarta, Indonesia

May 2025 – Present

Employee Benefit Admin Data

Responsible for verifying and validating client endorsement data to ensure accuracy and compliance with insurance requirements. Managed the submission of endorsement applications through insurance partner web portals and maintained up-to-date master data for all client insurance participants. Prepared endorsement billings issued by insurance providers and generated premium invoices in a timely and accurate manner. Additionally, conducted verification of insurance cards for new and existing participants, as well as reviewed and validated insurance policies for new business clients to ensure proper documentation and policy alignment.

Achievements :

- Successfully managed insurance administration client corporate for approximately 10,000 participants, ensuring efficient processing and high client satisfaction
- Consistently processed around 100–150 billing and premium invoices each month with a high level of accuracy and attention to detail.

PT. Radiant Utama Interinsco.Tbk - Jakarta, Indonesia

December 2022 – August 2023

HR Admin Project PHE OSES

Responsible for creating offer letters for new employees, preparing PKWT (fixed-term work contracts) for new hires, and registering them for BSS, CFU, and training sessions with external vendors. Responsible for stock opname PPE (Personal Protective Equipment) at warehouse and managing requests and procurement of PPE with vendor relevant for employees to ensure workplace safety compliance. Using ERP system for processing service and purchase requests PPE, including MCU, hotel bookings, and airplane tickets, billed to clients.

Achievements :

- Successfully managed Pertamina PHE OSES project, overseeing the operations and coordination for approximately 1,000 contracted employees

PT. Garuda Provis Services - Jakarta, Indonesia

March 2020 – December 2022

HR Admin Project

Responsible for conducting candidate interviews, providing induction and instructions, and processing the signing of work contracts (PKWT) for outsourced employees. Managed and inputted data for outsourced labor attendance, ensuring accuracy and timely updates. Compiled and generated monthly billing reports and tracked outsourced employee turnover data. Verified paycheck report data and created outsourced salary slip reports, ensuring compliance and accuracy

Achievements:

- Managed HR Admin Project for multiple high-profile projects, including PT .Bank BTPN Syariah, PT. Bank BTPN Indonesia (GA Sumatera Region), and PT. Banua Agung Anitama (Padang, Palangkaraya, and Pontianak)
- Successfully handled the PT. Allianz Life Insurance Indonesia project, resulting in the renewal of the partnership contract due to successful project execution and high client satisfaction.

PT. Total Quality Indonesia - Jakarta, Indonesia

November 2019 – March 2020

Corporate Communication Officer

Offer system services of the management and human resources and conducting meetings for the board of direction as a communication forum to improve company's system

EDUCATION LEVEL

Trisakti University - Jakarta, Indonesia

2014 - 2018

Bachelor Degree in Mechanical Engineering. 2.96/4.00

ORGANIZATIONAL EXPERIENCE

Students Association Mechanical Trisakti University- Jakarta, Indonesia

2017 - 2018

Public Relations Staff

Responsible for managing the social media accounts of the Mechanical Engineering Student Association, including content creation, engagement with followers, and promoting organizational events and initiatives

TMED Autoshow (Trisakti Mechanical Engineering Autoshow) - Jakarta, Indonesia

April 2018

Head of Public Relations

Managed social media promotion for the TMED AUTOSHOW 2018, creating and executing engaging content to increase event visibility and attract a wider audience

Achievements :

- Successfully managed the social media promotion for the TMED AUTOSHOW 2018, creating engaging content that attracted over 200 participants and car modification contestants, exceeding the venue's capacity

SOFT SKILLS

- Autocad – Intermediate
- Microsoft Office – Advance