



ADE FERIAL PUTRA

Contact :

- **0813 8040 5820**

Email :

- adeferialputra1@gmail.com

Adress :

- **Jln. Munthe GPL
Munthe 2 Blok B3 Desa
Swarga Bara Sangatta
Utara, Sangatta Kutai
Timur Kalimantan
Timur**

Keterampilan/Personality

- MICROSOFT OFFICE
- LEADERSHIP
- KOMUNIKATIF
- PAYROLL
- ADMINISTRATIF
- ORGANITATION
DAVELOPMENT
- COACHING
- INDUSTRIAL RELATIONS

Language

- INDONESIA (AKTIF)
- INGGRIS (AKTIF)

Hobby

- MUSIC : GUITAR, PIANO,
SINGING
- SPORT : FUTSAL, HIKING

Sarjana Ekonomi Manajemen Sumber Daya Manusia. Saya memiliki pengalaman di bidang Human Resources dengan spesifikasi keahlian Payroll, Recruitment, Organization Davelopment, Industrial Relations, Coaching dan Strategy. Saya mempunyai integritas jujur dan bertanggung jawab, komunikatif, serta baik dalam teamwork. Saya menyukai hal-hal baru dan mempunyai visi dalam bekerja.

Pengalaman Kerja

- PT. BELITANG PANEN RAYA
Divisi Produksi (QC) / Mei 2013 - Januari 2015
- PT KALIMANTAN AGRO NUSANTARA
April 2020 - Saat ini (Superintendent HR)

Pendidikan

- UNIVERSITAS TRIDINANTI PALEMBANG
Sarjana Ekonomi / 2015 – 2020

Pengalaman Magang

- DINAS PERTANIAN DAN HORTIKULTURA
PALEMBANG
Staff Administrasi / Januari 2018 – Februari 2018

Pelatihan

- Indonesian Sustainable Palm Oil (ISPO)
- Good Corporate Governance (GCG) PT Pupuk Kaltim
- GAPKI Perlindungan Hak Pekerja Perempuan
- BPJS Ketenagakerjaan Jaminan Kehilangan Pekerja
- PSAK 24
- Workshop Hukum Ketenagakerjaan PT Pupuk Kaltim
- ERP SYSTEM

Pengalaman Organisasi

- 2016 / Anggota Divisi Program Kerja Dewan Mahasiswa Universitas Tridinanti Palembang
- 2017 / Ketua Umum Unit Kegiatan Mahasiswa Olahraga Futsal Universitas Tridinanti Palembang

UNIVERSITAS TRIDINANTI PALEMBANG

UNIVERSITY OF TRIDINANTI PALEMBANG

Terakreditasi BAN-PT Republik Indonesia, nomor : 206/SK/BAN-PT/Akred/PT/X/2018
Accredited by BAN-PT Republic of Indonesia, number : 206/SK/BAN-PT/Akred/PT/X/2018

Memberikan kepada
Certifies that

: **Ade Ferial Putra**

Tempat dan Tanggal Lahir
Place and Date of Birth

: **Palembang / 21 Maret 1995**

Nomor Pokok Mahasiswa
Student's Number

: **1511110167**

Nomor Induk Kependudukan
National Identity Number

: **1671132103950002**

Program Pendidikan
Education Program

: **Strata 1 / Undergraduate**

Fakultas
Faculty

: **EKONOMI / Economics**

Jurusan
Department

: **MANAJEMEN / Management**

Program Studi
Study Program

: **MANAJEMEN / Management**

Tanggal Lulus
Date of Graduation

: **23 Juli 2020**

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan,
After fulfilling all the educational requirements prescribed, she/he is awarded this diploma,

dan kepadanya dilimpahkan segala wewenang dan hak yang sehubungan dengan ijazah yang dimilikinya,
and to him / her delegated with all the rights and authorities associated with the degree,

serta berhak menyandang gelar akademik **SARJANA EKONOMI (S.E.)**
therefore she/he has been awarded the academic degree of



Dr. Msy. Mikial, SE. M.Si. Ak. CA.



Palembang, 28 Juli 2020

Dekan,
Dean

Rektor,
Recto

Dr. Ir. Hj. Manisah, MP.



UNIVERSITAS TRIDINANTI PALEMBANG UNIVERSITY OF TRIDINANTI PALEMBANG

Jalan Kapten Marzuki No. 2446 Kamboja Palembang 30129

Telp. (0711) 355961, 357526, 354854, 369750, 369751 Fax. (0711) 3585667

Website : www.univ-tridinanti.ac.id, E-mail : tridinanti@univ-tridinanti.ac.id

DAFTAR PRESTASI AKADEMIK MAHASISWA STUDENT'S ACADEMIC TRANSCRIPT

Nomor : 20 1 11 04 022
Number

Nama : ADE FERIAL PUTRA
Name

Nomor Pokok Mahasiswa : 1511110167
Student's Number

Tempat/ Tanggal lahir : Palembang / 21 Maret 1995
Place/Date of Birth

Fakultas : EKONOMI
Faculty Economics

Program Studi : MANAJEMEN
Study Program Management

Status : TERAKREDITASI
Status Accredited

Program Pendidikan : Strata 1
Education Program Undergraduate

Tanggal Yudisium : 23 Juli 2020
Graduate Date

No. Serial Ijazah (PIN) : 612012020000227
Number of Degree Certificate



Hal. 1
Page

| No. | Kode Matakuliah Code of Course | Nama Mata Kuliah Name of Course | Hasil Mutu Letter Value | Angka Mutu Quality Value | Kredit Sks Credit | Mutu Value |
|---|-----------------------------------|--|----------------------------|-----------------------------|----------------------|------------|
| I. Mata Kuliah Pengembangan Kepribadian <i>I. Personality Development Courses</i> | | | | | | |
| 1 | UNI1001 | Pendidikan Agama Religion Education | A | 4 | 2 | 8 |
| 2 | UNI1002 | Kewarganegaraan Citizenship | B | 3 | 2 | 6 |
| 3 | UNI1003 | Bahasa Indonesia Indonesian Language | B | 3 | 2 | 6 |
| II. Mata Kuliah Keilmuan dan Keterampilan <i>II. Scientific and Skill Courses</i> | | | | | | |
| 4 | EKA4119 | Pengantar Akuntansi Introduction to Accounting | B | 3 | 3 | 9 |
| 5 | EKM3113 | Bahasa Inggris Bisnis English for Business | B | 3 | 3 | 9 |
| 6 | EKO2101 | Pengantar Ekonomi Mikro Introduction to Microeconomics | B | 3 | 3 | 9 |
| 7 | EKO2102 | Pengantar Ekonomi Makro Introduction to Macroeconomics | B | 3 | 3 | 9 |
| 8 | EKO2103 | Pengantar Bisnis Introduction to Business | B | 3 | 3 | 9 |
| 9 | EKO2104 | Matematika Bisnis Business Mathematics | C | 2 | 3 | 6 |
| 10 | EKO2105 | Teknologi Informasi Information Technology | B | 3 | 2 | 6 |
| 11 | EKO2106 | Pengantar Manajemen Introduction to Management | B | 3 | 3 | 9 |
| 12 | EKO2107 | Statistika Bisnis 1 Business Statistics 1 | B | 3 | 2 | 6 |
| 13 | EKO2108 | Statistika Bisnis 2 Business Statistics 2 | B | 3 | 2 | 6 |
| 14 | EKO2109 | Bahasa Inggris English | B | 3 | 3 | 9 |
| 15 | EKO2110 | Metode Kuantitatif Dalam Bisnis Quantitative Method in Business | A | 4 | 3 | 12 |
| 16 | EKO2111 | Perekonomian Indonesia Indonesian Economics | B | 3 | 3 | 9 |
| 17 | EKO2112 | Metodologi Penelitian Bisnis Business Research Methodology | B | 3 | 3 | 9 |
| 18 | PKM3115 | Lab. Manajemen Keuangan Financial Management Work Lab | B | 3 | 1 | 3 |
| 19 | PKM3116 | Praktikum Kuantitatif Dalam Bisnis Quantitative Work Lab | B | 3 | 1 | 3 |
| 20 | PKM3117 | Lab. Anggaran Perusahaan Companies Budgeting Work Lab | B | 3 | 1 | 3 |
| 21 | PKM3118 | Praktikum Kewirausahaan Entrepreneurship Work Lab | A | 4 | 1 | 4 |
| 22 | PKO2114 | Praktikum Statistik Statistics Work Lab | B | 3 | 1 | 3 |
| III. Mata Kuliah Keahlian Berkarya <i>III. Work Expertise Courses</i> | | | | | | |
| 23 | EKA4218 | Akuntansi Biaya Cost Accounting | C | 2 | 3 | 6 |
| 24 | EKA4219 | Akuntansi Manajemen Management Accounting | C | 2 | 3 | 6 |



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. : 70209.3341.0.0019021.2023

Dengan ini menyatakan bahwa,
This is to certify that,

ADE FERIAL PUTRA

No. Reg.SDM.516.00522.2023

Telah Kompeten pada :
Is Competent for :

Supervisor Sumber Daya Manusia
Human Capital Supervisor

Pada Bidang Pekerjaan :
In the area of :

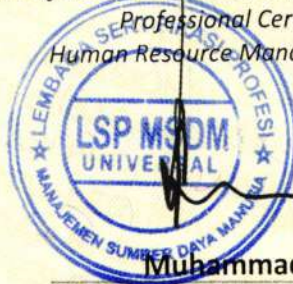
Manajemen Sumber Daya Manusia
Human Resource Management

Sertifikat ini berlaku untuk 3 (tiga) Tahun
This certificate is valid for 3 (three) years

Surabaya, 17 Februari 2023
Atas nama (on behalf of) BNSP
Lembaga Sertifikasi Profesi

Manajemen Sumber Daya Manusia UNIVERSAL

Professional Certification Body
Human Resource Management UNIVERSAL



Muhammad Al Irsyad

Direktur (Director)



Daftar Unit Kompetensi

List of Competency Unit

| NO. | KODE UNIT KOMPETENSI <i>Code of Competency Unit</i> | JUDUL UNIT KOMPETENSI <i>Title of Competency Unit</i> |
|-----|--|---|
| 1 | M.70SDM01.010.2 | Menyusun Uraian Jabatan <i>Developing Job Description</i> |
| 2 | M.70SDM01.013.2 | Menyusun Standar Operasional Prosedur (SOP) MSDM <i>Developing a Standard Operating Procedure (SOP) of Human Resource Management</i> |
| 3 | M.70SDM01.023.2 | Menyusun Sistem Remunerasi <i>Developing Remuneration System</i> |
| 4 | M.70SDM01.031.2 | Menyusun Kebutuhan Pembelajaran dan Pengembangan <i>Developing Learning and Development Needs</i> |
| 5 | M.70SDM01.042.2 | Membuat Kesepakatan Kerja <i>Drawing up an Employment Agreement</i> |



ADE FERIAL PUTRA

Tanda tangan pemilik
(Signature of holder)

Surabaya, 17 Februari 2023

Lembaga Sertifikasi Profesi

Manajemen Sumber Daya Manusia

UNIVERSAL

Professional Certification Body

Human Resource Management

UNIVERSAL

Drs. AGUS HERI SANTOSO, MA

Manajer Sertifikasi

(Manager of Certification)

| No. | Kode Matakuliah Code of Course | Nama Mata Kuliah Name of Course | Hasil Mutu Letter Value | Angka Mutu Quality Value | Kredit Sks Credit | Mutu Value |
|-----|-----------------------------------|--|----------------------------|-----------------------------|----------------------|------------|
| 25 | EKM3203 | Manajemen Sumber Daya Manusia <i>Human Resources Management</i> | A | 4 | 3 | 12 |
| 26 | EKM3204 | Manajemen Koperasi <i>Cooperative Management</i> | B | 3 | 3 | 9 |
| 27 | EKM3205 | Perilaku Organisasi <i>Organizational Behaviour</i> | B | 3 | 3 | 9 |
| 28 | EKM3206 | Manajemen Pemasaran <i>Marketing Management</i> | A | 4 | 3 | 12 |
| 29 | EKM3207 | Manajemen Keuangan <i>Financial Management</i> | B | 3 | 3 | 9 |
| 30 | EKM3208 | Manajemen Operasional <i>Operational Management</i> | A | 4 | 3 | 12 |
| 31 | EKM3209 | Anggaran Perusahaan <i>Companies Budgeting</i> | B | 3 | 3 | 9 |
| 32 | EKM3210 | Kewirausahaan <i>Entrepreneurship</i> | B | 3 | 3 | 9 |
| 33 | EKM3211 | Studi Kelayakan Bisnis <i>Business Feasibility Study</i> | B | 3 | 3 | 9 |
| 34 | EKM3212 | Ekonomi Manajerial <i>Managerial Economics</i> | A | 4 | 3 | 12 |
| 35 | EKM3217 | Manajemen Strategi <i>Strategic Management</i> | B | 3 | 3 | 9 |
| 36 | EKO2201 | Bank dan Lembaga Keuangan <i>Bank and Financial Institution</i> | B | 3 | 3 | 9 |
| 37 | EKO2202 | Sistem Informasi Manajemen <i>Management Information System</i> | B | 3 | 3 | 9 |

IV. Mata Kuliah Perilaku Berkarya

IV. Work Behavior Courses

| | | | | | | |
|----|---------|--|---|---|---|---|
| 38 | EKM3301 | Ekonomi Internasional <i>International Economics</i> | B | 3 | 3 | 9 |
| 39 | EKM3302 | Perilaku Konsumen <i>Consumer Behaviour</i> | B | 3 | 3 | 9 |
| 40 | EKM3303 | Perencanaan dan Pengembangan SDM <i>Human Resources Planning Development</i> | B | 3 | 3 | 9 |
| 41 | EKM3304 | Kompensasi <i>Compensation</i> | B | 3 | 3 | 9 |
| 42 | EKM3305 | Teori Motivasi <i>Motivation Theory</i> | B | 3 | 3 | 9 |
| 43 | EKM3306 | Penilaian Prestasi Kerja <i>Work Performance Evaluation</i> | B | 3 | 3 | 9 |
| 44 | EKM3315 | Komunikasi Bisnis <i>Business Communication</i> | B | 3 | 3 | 9 |
| 45 | EKM3316 | Analisis Investasi & Manajemen Portofolio <i>Investment Analysis and Portfolio Management</i> | B | 3 | 3 | 9 |
| 46 | EKM3317 | Seminar Sumber Daya Manusia <i>Human Resources Seminar</i> | B | 3 | 2 | 6 |
| 47 | EKM3318 | Seminar Perencanaan Bisnis <i>Business Planning Seminar</i> | A | 4 | 2 | 8 |
| 48 | EKM3319 | Seminar Keuangan <i>Financial Seminar</i> | B | 3 | 2 | 6 |
| 49 | EKM3320 | Seminar Pemasaran <i>Marketing Seminar</i> | B | 3 | 2 | 6 |
| 50 | EKM3321 | Riset Pemasaran <i>Marketing Research</i> | B | 3 | 3 | 9 |

V. Mata Kuliah Berkehidupan Bermasyarakat

V. Community and Social Affairs Courses

| | | | | | | |
|----|---------|---|---|---|---|----|
| 51 | EKM3406 | Etika Bisnis <i>Business Ethics</i> | B | 3 | 3 | 9 |
| 52 | EKM3407 | Praktik Kerja Lapangan <i>Field Practice</i> | A | 4 | 2 | 8 |
| 53 | EKM3408 | Manajemen Pemasaran Global <i>International Marketing Management</i> | C | 2 | 2 | 4 |
| 54 | EKM3409 | Manajemen Bank Syariah <i>Islamic Bank Management</i> | A | 4 | 2 | 8 |
| 55 | EKO2402 | Hukum Bisnis <i>Business Law</i> | B | 3 | 2 | 6 |
| 56 | EKO2403 | Seminar Proposal <i>Proposal Seminar</i> | A | 4 | 1 | 4 |
| 57 | EKO2404 | Skripsi <i>Thesis</i> | A | 4 | 3 | 12 |
| 58 | EKO2405 | Ujian Komprehensif <i>Comprehensive Examination</i> | A | 4 | 3 | 12 |

| | | | | | | |
|---|--|--|-------------------------------------|--|-----|-----|
| Jumlah Total | | | | | 148 | 464 |
| Index Prestasi Kumulatif Grade Point Average | | | 3,14 | | | |
| Predikat Kelulusan Graduation Predicate | | | Sangat Memuaskan Very Satisfying | | | |

NPM : 1511110167

Mengetahui
Diketahui oleh
UNIVERSITAS TRI PALEMBANG
REKTOR
Dr. Ir. Hj. Manisah, MP.



Palembang, 23 Juli 2020

Dekan,
Dean,

Msy. Mikial, SE. M.Si. Ak. CA.

Certificate of Completion

This Certificate is awarded to

Ade Ferial Putra

has successfully completed in Online Course HR Competency Reguler Class
Held In, 11 - 13 November 2022

The course topics covered :

- 1.Frame Work HR
- 2.Talent Management
- 3.Menyusun Job Description
- 4.Teknik Rekrutmen (Interview BEI, Tes Teknis)
- 5.Menyusun Training Dengan Metode ADDIE
- 6.Menyusun Standard Operasional Procedure (SOP) berbasis ISO 9001:2015
- 7.Menyusun Key Performance Indikator dengan Balanced Scorecard
- 8.Sistem Compensation & Benefit (Upah, Lembur, PPH 21, BPJS, Dll)
- 9.UU Cipta Kerja Klaster Ketenagakerjaan (PKWT, PKWTT, Pesangon, Upah, Cuti,TKA, Dll)



Ahmad Ridha T., M.Psi, Psi., CHCGM

DIREKTUR SDM & OPERASIONAL



Ahmad Mubasir,S.Psi.,M.Psi

DIREKTUR UTAMA

PUSAT STUDI MANAJEMEN INDONESIA

Webinar Ketenagakerjaan

Sertifikat

No. 017/WB-K/S/PUSMI/TV/2022

Diberikan Kepada :

Nama : *Ade Ferial Putra*
Jabatan : *Human Resources*
Perusahaan : *PT. Kalimantan Agro Nusantara*

Sebagai :

PESERTA

Dengan Tema :

**“KUPAS TUNTAS IMPLIKASI ATAS UNDANG-UNDANG CIPTA KERJA
TERHADAP MUATAN MATERI PERATURAN PERUSAHAAN (PP) MAUPUN
PERJANJIAN KERJA BERSAMA (PKB) SECARA ELEKTRONIK (e-PP & e-PKB)
SERTA PENGUPAHAN, PHK DAN PESANGON”**

**APLIKASI ZOOM MEETING - Jakarta Tanggal, 13 – 14 April 2022
Pusat Studi Manajemen Indonesia (PUSMI)**


(Andi Suryadi, S.E.)
Ketua





PT. DHARMA MITRA SOLUSI

No . 005/DMS-KALIANUSA/ISPO/VIII/2021

This is to certify that

Ade Ferial Putra

Has Successfully Completed in :

Awareness Training Indonesian Sustainable Palm Oil (ISPO)

PERMENTAN NO.38/2020

PT. Kalimantan Agro Nusantara

Held on Wednesday, August 18th, 2021

Sanggata Kutai Timur,

Kalimantan Timur



Desy Tuningsih
Director

CERTIFICATE

Of Appreciation

Proudly presented to:

ADE FERIAL PUTRA

for participating in the Miniclass:

SOP & JSA ON MINING ACTIVITIES

by bawahtanah.co.id at 27 November 2022

Certificate id
MC/SOP/271122/40



Adittama Prasetya Nugraha, S.T.
Trainer



Cahyo Nugroho
Director