



# Indri Meranti

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## SUMMARY

I am an experienced and organized admin of 13 years with expertise in data management, entry data, archiving, filing, scheduling, and coordination. Have strong skills in using administration software such as Microsoft Office Suite, Google Spreadsheet, Nitro PDF, Canva, Internet, Email, and SPSS.

## EDUCATION

Lampung University | Civil Engineering | GPA: 2.68/4.00

**Area of Interest:** Finance, Admin, Entry Data, Customer Oriented, HRGA, and Filling.

## Achievements

- Passed The Spirit & The Letter Training with a score of 95 At PT. Valdo Intl on April 2008
- Best Admin Staff KCU IV Jabodetabek Koperasi Nusantara Jan 2015 – Des 2017
- Best Admin Verify and Filling KCU IV Jabodetabek Koperasi Nusantara Jan 2018 – Des 2019

## EXPERIENCE

### Talent Recruiter | Qode World (Freelance)

*Juli 2024 - Present*

- Responsible for client's full-lifecycle partnered in our Recruitment Services (Headhunting Services).
- Prospect new B2B leads from various online channels and existing databases using various media materials and communication methods.
- Connect with domestic and global companies to introduce Qode's Recruitment Services and establish long-term partnerships.
- Be responsible for all direct sales efforts, from lead generation to close and aftersales, with successful job placements.
- Achieve quota targets in the form of contract numbers and job placements revenue by onboarding new clients, closing clients' jobs, supporting existing clients, reactivating churned clients, etc
- Develop an intimate understanding of clients' hiring needs and work directly to manage the hiring pipeline.
- Develop a champion network from existing clients by acting as a liaison, confidently handling customer concerns/issues, and putting them at ease.
- Ensure Customer Retention by managing the hiring pipeline and placing successful candidates effectively.
- Initiate plans for soft-selling, upselling, and cross-selling activities for both prospects and existing clients.
- Focus on operational excellence by working on the jobs to ensure timely SLA delivery of sufficient applications.
- Communicate effectively with internal stakeholders and ensure seamless information on client's hiring successes, risks, and issues Manage and maintain up-to-date Customer Relationship Management (CRM) database

**Search Quality Rater | Welocalize (Freelance)*****Juli 2024 - Present***

- Help support Welocalize client's project as a Search Quality Rater.
- Use unique gifts of understanding people's intentions to improve the online search engine experience. The main goal of this project is to develop and augment AI data. Provide subjective and objective ratings based on project rules and conventions.

**Admin HRGA | PT Dianzani Utama Konsultan*****April 2020 – March 2023***

- Plan and manage Analysis of employee needs and be responsible for the employee recruitment process.
- Manage and supervise employee skills development.
- Manage employee performance appraisal activities and formulate promotion plans, Salaries and incentives to be submitted to the Company Director.
- Manage and manage personnel administration data records.
- Responsible for procurement of the Company's external activities.
- Manage the employee attendance system for calculating employee salaries.

**Admin Verification, Admin Filing, and Branch Admin | Koperasi Nusantara*****Agustus 2009 – March 2020***

- **Admin Verify (2017 – 2020)**
  - Checking the completeness of documents and suitability of documents, both physical documents and input by the system.
  - Process credit applications by approving or rejecting them.
  - Store and manage physical documents and soft files.
  - Prepare regular reports on achievements and distribution activities for the benefit of the company.
- **Admin Filing (2017 – 2020)**
  - Record disbursement data from the system.
  - Sealing credit loan files and guarantees before sending them to the Bank Channeling.
  - Sending credit loan disbursement files and Guarantees to the Bank Channeling section.
  - Record receipt of credit loan guarantees both from the head office and Bank Channeling.
  - Create branch error reports to be reported to the department SPI (Audit) and Network.
  - Check creditors who have matured/paid off quickly in the system and have a recap of taking credit loan guarantees at the bank Channeling.
  - Taking out collateral for credit loans that have been paid off or paid off is accelerated at Bank Channeling.
- **Branch Admin (2009 – 2017)**
  - Carrying out processes and monitoring operational and administrative work in the Branch.
  - Serving debtors who want to ask questions about credit as well as complaints and grievances.
  - Check the suitability of documents and credit application files provided by the Account Officer.
  - Carrying out the credit application input process in the Branch system and compiling filings.
  - Manage petty cash expenditure at the Branch.
  - Perform branch finance tasks.
  - Carrying out HRD duties at the Branch office on a limited basis.
  - Carrying out General Affairs duties (procuring branch operational needs).
  - Holding control of branch operational finances for use branch.
  - Carrying out the task of replacing the branch head/branch manager if the head branch office is unable to attend or is carrying out duties outside the branch office.

**Customer Relation | PT Valdo Intl*****Oct 2008 – Aug 2009***

- Bridging the partner, namely Bank Danamon with PT Valdo Intl in the field of labor recruitment.
- Fully responsible for the labor recruitment process starting from finding prospective employees, and interviews to selection.
- Provide coaching, training, selection, promotion, demotion, and HR information to recruited employees.
- Responsible for matters related to employee attendance, salary calculation, bonuses, and benefits.
- Create employment contracts and renew the validity period of employee employment contracts.
- Take disciplinary action against employees who violate company rules or policies by providing coaching, SP1, SP2, and SP3.
- Manage company assets used by partners.

- Handle complaints from partners regarding the use of assets, then follow up with related departments such as IT and GA and provide solutions.
- Manage company assets used by partners.

## ORGANIZATIONS

Public Relations   HIMATEKS at Lampung University	<i>Sept 2002 – Sept 2004</i>	
Executive Committee   FAMPII Bandar Lampung	<i>Sept 2005 – Sept 2006</i>	
Organizing Committee   National Junior Soft Ball and Base Ball Championships in Lampung		<i>Juni – Oct 2007</i>
Data Analysis   KPU Lampung	<i>October 2007</i>	

## SKILLS

| Detail Oriented | Communication | Analytical Thinking | Negotiation | Problem-Solving | Leadership | Teamwork | Microsoft Office | SPSS | Entry Data | Nitro PDF | Autocad | Canva | Google Spreadsheet | Internet | Email