



About Me

I am human resources enthusiast with several years work experiences in related field. Seeking for career position and develop expertise and experience in general affair, recruitment, and all about human resources. All experiences and knowledge that i got in every each workplace, I will remember and try to do my best to develop for my career path



Education

Human Resource Management

2015 - 2019

Adventist University of Indonesia



Work Experience

Modern Golf & Country Club

2020 - Present

Human Resource & General Affair

- Sourcing candidates and handling interview schedule
- Editing job vacancy flyer
- Provides general supporting activities (such as the administration of company legal documents and permits; factory & office cleanliness; and company transportation)
- Assist with preparing reimbursementMaintain vehicle registration / renewals
- Handling Employee Uniforms
- Prepare monthly reports on budget, assets and office expense
- Handling Purchase Request & Purchase Order
- Manage GA budget
- Handling GA staff: OB, Drivers

PT Gumindo Bogamanis (Maternity Leave)

Jan'19 - Mar'19

Receptionist & GA Staff

- Receive and send in-out documents
- Controlling ATK usage
- Arranging the purchase of office equipment needed
- Controlling the absences and work OB & Driver
- Receive incoming calls and connect outgoing calls
- Maintain vehicle registration / renewals

Adventist University of Indonesia

Aug'15 - Dec'18

Student Labor

- Report all student activities to the PD-DIKTI government website (Personal data)
- Input attendance, grades, and student activities
- Prepare & Handling all documents for campus accreditation



CHRISHANA SANDI PUTRI

HUMAN RESOURCES &
GENERAL AFFAIR ENTHUSIAST



Contact



Jend. Sudirman Rd, Babakan, Tangerang



0896-7825-4626



Chrishana Sandi Putri (LinkedIn)



chrishanas@gmail.com



Skills

Administrative

(Typing, Filling, Etc)

Microsoft Office

(Ms. Word, Ms. Excel, Ms. Power Point, Ms. outlook)

Software Editing

(Canva, Photoshop, Photopea, Adobe Lightroom)

Job Portal

((Jobstreet, Indeed, Glints, KitaLulus, Kupu, etc)