

Alya Rahma Putri

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Jawa Barat

Alya Rahma Putri is Graduated from the Polytechnic STIA LAN Bandung specialization in Human Resource Management Appliances with experience of internship activities for about 2 months in one of the government insurance institutions with positions in the field of General and HR Also Currently as Administration Staff at Education Role. She has skills in communication, teamwork, time management, administration, organizational analysis. Their administrative skills are demonstrated by her experience during the internship, that is to say, being able to prepare a letter of service, carry out data archiving. And she has been certified by obtaining a license from BNSP of HR planning and also the HR staff.

WORK EXPERIENCE

Human Resource and General Affair Role, BPJS Ketenagakerjaan August 2022 – October 2022

- Manage the preparation of letters as an administrative requirement in the implementation of the network of service activities.
- Manage the recapitulation of absences for the workforce outsourcing
- Carry out the archiving activities of data and letters
- Manage the process of guaranteeing the claims of the insured participants through the employee information system
- Do the disposal of letters through the digital mail archive system.

Administration Staff , SMP Pasundan 9 Kota Bandung

November 2023- Present

- Preparing a Letters for an activity
- Preparing office inventory lists
- Creating student financial reports
- Inputting student data

EDUCATION

D4 Manajemen Sumber Daya Manusia , Politeknik STIA LAN Bandung

August 2019– July 2023

- GPA: 3.56

SMA IPA, SMA Negeri 18 Bandung

June 2016 – August 2019

- Score: 83.00

ORGANIZATIONAL EXPERIENCE

Secretary , Organisasi Satuan Tugas Kesehatan Politeknik STIA LAN

January 2020 – October 2022

- Manage the administrative of the organization in the form of a summary within a period of 2 years
- Responsible for the reporting of the annual activities of the organization
- Manages the Plan of the Annual Budget of the Organization

CERTIFICATION/ LICENCE

Human Resource Planning / Perencanaan SDM (BNSP)

March 2023

- Competent in the field of HR planning, namely:
 1. Develop Standard Operational Procedures for Implementing Talent Management (M.701001.041.01)
 2. Conduct Talent Management Evaluation (M.701001.047.01)
 3. Formulate Competency Standards (P.854900.003.01)
 4. Prepare a Draft Work Competency Standards Document (P.854900.005.01)
 5. Determine the Job Evaluation Method (M.701001.066.01)

6. Carrying out Position Evaluation (M.701001.067.01)

July 2023

Human Capital Staff / Staff SDM (BNSP)

- Competent in the field of HR staff, namely:
 1. Prepare a Position Description (M.70SDM01.010.2)
 2. Carry out Social Security Administration (M.70SDM01.058.2)
 3. Carry out Wage Administration (M.70SDM01.057.2)
 4. Administration of the Implementation of HRM Policies (M.70SDM01.059.2)

SKILL

Soft Skill

- Social security Administration
- Wage Administration
- Job Description Development
- Insurance Management
- Payroll Administration
- Job Analysis
- Performance Management
- Talent Management
- Job Evaluation
- Internal Audit
- Negotiation
- HR Planning
- Organizational Analysis
- Administration
- Communication
- Data Entry

Hard Skill :

- Tools and Technologies
 1. Microsoft Office
 2. Microsoft PowerPoint
 3. Microsoft Excel
 4. Microsoft Word