

RP

CONTACTS

0812-3456-7890

riko.perdana@email.com

linkedin.com/in/rikoperdana

Jl. Merdeka No. 45, Bandung, Jawa Barat

STRENGTHS

Communication & Organization

Strong communication and organizational skills

Recruitment Expertise

Expertise in recruitment and employee selection

KEY ACHIEVEMENTS

HR Policy Development

Successfully developed and implemented HR policies that improved employee engagement and retention

Training and Development

Conducted effective training programs that enhanced staff skills and performance

LANGUAGES

BAHASA INDONESIA

Native



BAHASA INGGRIS

Proficient



COURSES

Coursera: "Human Resource Management: HR for People Managers"

SHRM Learning System (untuk sertifikasi SHRM-CP)

RIKO PERDANA

HUMAN RESOURCES SPECIALIST

SUMMARY

I am a skilled Human Resources Specialist with a Master's degree in Psychology and extensive experience in recruitment, training, and employee management. My passion for human resources drives me to enhance workplace culture and contribute to organizational success. With proven abilities in policy development and employee training, I strive to foster growth and collaboration in every role I undertake

EXPERIENCE

PT Permata Indah

Bandung

Human Resources Specialist

01/2019 - 12/2021

Perusahaan dalam bidang sumber daya manusia

- Mengelola proses rekrutmen dan seleksi karyawan untuk berbagai departemen
- Mengembangkan dan melaksanakan program pelatihan dan pengembangan karyawan
- Menangani administrasi kepegawaian, termasuk penggajian dan manajemen data karyawan
- Menyusun dan menerapkan kebijakan perusahaan terkait sumber daya manusia

PT Sentosa Abadi

Jakarta

Staf Human Resources

08/2015 - 12/2018

Perusahaan di bidang sumber daya manusia

- Membantu dalam proses rekrutmen dan orientasi karyawan baru
- Mengelola database karyawan dan memastikan kepatuhan terhadap peraturan ketenagakerjaan
- Mendukung pelaksanaan evaluasi kinerja dan program pengembangan karyawan

EDUCATION

Universitas Airlangga

Surabaya

Sarjana Psikologi

08/2013 - 06/2015

Universitas Indonesia

Jakarta

Magister Psikologi

08/2015 - 06/2018

SKILLS

Rekrutmen Dan Seleksi • Manajemen Kinerja • Pelatihan Dan Pengembangan Karyawan • Analisis Data HR (HR Analytics) • Payroll Dan Kompensasi • Employee Engagement Retention • Manajemen Budaya Perusahaan • Hubungan Industrial Ketenagakerjaan • Compliance Hukum Ketenagakerjaan • Organization Development (OD) • Komunikasi Interpersonal • Negosiasi • Manajemen Konflik • Emotional Intelligence (EQ) • Problem-Solving • Time Management