



Nabila Harris

Komplek Perumahan Garuda Indonesia, No. 26th, Jakarta Selatan

Jakarta, September 9th 1989

08174954472 / 081315667809

Having experience in HR Recruitment, Training & Development and HR admin GA almost five years in Magazine company, recruitment consultant and E-commerce. Implementing in HR skills, such as Recruitment, Employee Relation, Formalities and Development. Deep understanding on problem solving, good communicator and analytical, development company and also start-up company.

Education

2011 - Graduated from **Universitas Persada Indonesia Y.A.I** – Psychology

Working Experience

April 2014 – Present

Lamudi Indonesia / Lamudi.co.id

Position : HR Manager

Job Description :

Responsible to do all task related to HR, Admin GA, Legal Office, Office equipment.

Create Structure for company and department

Responsible of reporting to labor Office

Employee Relation and Industrial Relation

Partnership to Campus & handling Job Fair

Recruitment all level

Assessment and Development, Appraisal employee

Work Permit for Expatriate

Coaching

BPJS and Health Insurance

Payroll and Tax (help by Finance consultant)

Responsible on Operation things in office

September 2013 – April 2014

OPUS Management Indonesia

Position : Training and Development Consultant

Job Description :

- Maintain the existing client
- Searching for a new client for Training, Assessment and Consulting
- Presentation to the client
- Prepare for Training program to the client
- Doing some Public Training
- Conduct In-house Training for low level (non-managerial)

June 2011 – September 2013

BSS Recruitment Consultant and Executive Search

Position : Consultant

Job Description :

1. Recruitment / Manpower Planning

Provide a proactive recruitment service that will seek the best candidates available in the marketplace.

- Develop, implement and coordinating/ monitoring both Company Regulation (Peraturan Perusahaan) and Human Resources Policy.

- In charge of all personnel administration matters of the candidates that placement is in clients company
- Oversee the payroll function, i.e. salary and benefits administration for all monthly, daily and contractual / temporary employees, including the related processes such as Jamsostek payment, medical insurance, tax payment, etc.
- Coordinate, organize training & development activities.
- Assist in the Recruitment, Selection & Placement (RSP) practices.
- Participate on jobfair, campus hiring and Hiject to seeking a great candidates to the clients.
- Daily report and monthly report
- Monitoring new regulation of the Manpower, new regulation issuance from the authorities.
- Employee Relations
- Monitoring the Purchase Order from the clients, and office needs
- Assist Finance department by providing the supporting documents.
- Analyze the job descriptions from the clients

2. Marketing and Business Development, Industrial Relation

I already provide to my self as a marketer by seeking a new clients, maintain relationship with the clients, Presentation, Agreement Negotiation, and fulfill my target.

3. Training

Trains fresh graduates in handling negotiation, agreement (employer & employees)

July 2009 – December 2009 (6 months)

Femina Group – AyahBunda Magazine

Position : Redaction

January 2009 – July 2009 (6 Months)

Femina Group – Femina Magazine

Position : HR Admin