


CURRICULUM VITAE

Bayu Tandu Mukti utomo

Bayutandu_ganiezthan@yahoo.com

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|---|----------------------|---|--|
|  | Name | : | Bayu Tandu Mukti Utomo |
| | Nick Name | : | Bayu |
| | Address | : | No 10 Rt 01 Rw 16 kelurahan Tapos Kecamatan Tapos Kota Depok 16957 |
| | Telephone | : | 085737179769 / 08170575193 |
| | Place, Date Of Birth | : | Purworejo, August 8, 1987 |
| | Marital Status | : | Single |
| | Religion | : | Moeslem |
| | Nationality | : | Indonesian |
| | IPK | : | 3.74 |

| Formal Education | | | |
|---------------------------|---|--|-----------|
| Grade | | Institution | Period |
| Play Group (TK) | : | Kenanga 3 | 1993-1994 |
| Elementary School (SD) | : | SD Sembung 01 | 1994-2000 |
| Junior High School (SLTP) | : | SLTPN 02 Limpung | 2000-2003 |
| Senior High School (SLTA) | : | SMAN 1 Subah | 2003-2006 |
| Graduate | : | Sekolah Tinggi Psikologi Yogyakarta | 2006-2010 |

| Non Formal Education | |
|----------------------|--|
| Category | Spesification |
| English Course | ILP (International Language Programs) Level "Intermediate" |

| Organisation Experience/ Work Experience | | |
|---|--|-----------|
| Institution | Role | Period |
| Badan Eksekutif Mahasiswa Sekolah Tinggi Psikologi Yogyakarta | Humas | 2006-2008 |
| Biro Prohumania | Tester And Interviewer <ul style="list-style-type: none">• Psycotest• Interviewer• Skoring Psycotest | 2006-2010 |
| PT. Visi Utama | Tester And Interviewer <ul style="list-style-type: none">• Psykotest• Interviewer• Skoring Psycotest | 2009-2011 |
| LPP Yogyakarta | Tester <ul style="list-style-type: none">• Screening CV• Input Data• Psikotest• Skoring Psycotest | 2008-2011 |

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|---|--|---|
| <p>PT. Panasonic Gobel Indonesia</p> <p>Recruitment For</p> <ul style="list-style-type: none"> • Administration • Driver • Staff • Sales Executive & Marketing • Assist interview schedule for Manager level | <p>As Recruitment Officer</p> <p>My job responsibility</p> <ul style="list-style-type: none"> • Screening cv • Calling Candidate • Interview • Conduct Psycotes • Skoring Pscotest • Scheduling With User • Offering Salary for outsource employee • Prepare for Medical Check Up • Prepare Welcome Kit for new employee • Preparation All Tools New Employee • Filling | <p>February 2010- desember 2011</p> |
| <p>Pt. Panasonic Gobel Indonesia</p> <p>Trainer For</p> <ul style="list-style-type: none"> • All Employee | <p>As Trainer Officer</p> <p>My Job Responsibility</p> <ul style="list-style-type: none"> • Administration training • Arrange employee evaluation schedule • Conduct New employee induction training • Training Organizer • Preparation training module • Implement 5 S • Admin E-panel (E-learning) • Monthly Training Report | <p>January 2012- Mei 2012</p> |
| <p>PT. Multi Kontrol Nusantara</p> <p>HR Generalist</p> | <p>As HR Generalist</p> <ul style="list-style-type: none"> • <i>Recruitment and Selection</i> • <i>Psychological Assessment</i> • <i>Applicant Database</i> • <i>Medical Test</i> • <i>Control Selection Standard</i> | <p>Juni 2012- Februari 2014</p> |

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|--|--|--------------------------|
| PT Eksakta Digital Gemilang / XION HR Manager | <ul style="list-style-type: none">• <i>Counseling</i>• <i>Internal /External Job Posting</i>• <i>40 Hours Training program and Database</i>• <i>Technical Training</i>• <i>Personal Development</i>• <i>In-House, External and Overseas Training</i>• <i>Career Development</i>• <i>360 degrees Evaluation</i>• <i>Cross Working</i>• <i>Training Committee</i>• <i>Performance Management</i>• <i>Recruitment</i>• <i>Training</i>• <i>Compensation and Benefit</i>• <i>BPJS Ketenagakerjaan</i>• <i>Insurance</i>• <i>Performance Review</i>• <i>Internal /External Job Posting</i>• <i>360 degrees Evaluation</i> | Februari 2014 – May 2016 |
|--|--|--------------------------|

Seminar/Training/Competition

Menghadapi Stres Dengan Relaksasi Yogyakarta

Computer Ability

| Spesification | Description |
|-----------------------------|---|
| Microsoft Office Word | Word Processing MS Office, seperti Excel, Word, Acces, PowerPoint, Outlook, Photoshop, dan internet |
| Microsoft Office Excel | Data Spreadsheet and Calculation |
| Microsoft Office Powerpoint | Presentation |
| ACDC | Photo & Image Editing |

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Microsoft office visio 2003

Organization chart