1. Perkenalan diri
2. Pengalaman kerja
3. Alas an kenapa tertarik ke dept client managemen HSBC
4. Penutup (harapan

responsible for any administration in the region ,

maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time

Organize and maintain personnel records

Update internal databases (e.g. record sick or maternity leave)

Prepare HR documents, like [employment contracts](https://resources.workable.com/formal-offer-letter-template) and [new hire](https://resources.workable.com/new-employee-welcome-email-template) guides

Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)

Assist in the recruitment process

Maintain the HR files such as employee personal files, recruitment file, PF related documents at the district level

1. Make a contract document  
   2. Contract employee database  
   3. correspondence  
   4. Generali Insurance  
   5. BPJS (Health, Employment and Pension)  
   6. Distribution of pay slips  
   7. Finger Print Solution  
   8. Invoice

Maintain HR data in HR system

Health Insurance and BPJS administration

Making employee contract

Distribution of pay slip, Generali Insurance and BPJS cards

Maintain employee data on Finger Print Solution

Create documents for invoice payment