



QINTAN INDRI ADINDA

Human Resources Entusiast

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Summary

Dedicated and proactive Human Resources Intern with hands-on experience in HR operations, recruitment, and employee engagement. I have demonstrated strong organizational skills, attention to detail, passionate about continuous learning and committed to personal and professional growth and the ability to handle confidential information with discretion. My internship experience has equipped me with practical knowledge in supporting HR functions and contributing to the overall efficiency of the HR department.

Work Experience

COPTERA CAREER

Human Resources Development (Internship)

Mei 2024 - August 2024

Key Responsibilities:

- Assisted in the recruitment process by screening resumes, scheduling interviews, and coordinating onboarding activities for new hires.
- Assist in planning and conducting orientation sessions to introduce new employees to the company culture and policies.
- Successful screened 10-50 Curriculum Vitae for recruitment.
- Provided administrative support to the HR team, including preparing reports, managing calendars, and organizing HR files.

TUFINE.ID

Host Livestreaming & Content Creator (Part-Time)

Oct 2022 - Jan 2023

Key Responsibilities:

- Creating engaging and diverse content, increasing audience retention rates by 30% through the use of creative content and engaging show insights.
- Manage live audience interaction, increasing the level of audience engagement by 40% through active and responsive live interaction.
- Promoted products and brands through sponsorships and collaborations, resulting in revenue growth and brand exposure achieving a 25% increase in sponsorship and brand partnership revenue.

IMMIGRATION OFFICE CLASS II NON TPI TASIKMALAYA

Administration Immigration monitoring and enforcement (Internship) **Jun 2021 - Nov 2021**

Key Responsibilities:

- Manage and compile 45 day administration documents, including letters reports and other important files for the smooth running of other operations.
- Make a copy of the lost passport data and take care of the administration of foreigners who have problems with residence permits.
- Tidying up data archives observing foreign workers in the scope of Tasikmalaya.
- Carrying out control of illegal settlements of foreign citizens.

FREZH PASKO CAFE

Admin Social Media (Part-Time)

Feb 2016 - Nov 2016

Key Responsibilities:

- Have experience as an admin, responsible for administrative operations management.
- Increased monthly sales by 50% by increasing product exposure through more effective online marketing strategies.
- Reduced stock-out rate by 30% by introducing a more efficient stock monitoring system.

Education

JENDERAL ACHMAD YANI UNIVERSITY

Bachelor of International Relations

GPA (3.38/4.00)

2018 - 2023

Skills

- | | |
|---|---|
| <ul style="list-style-type: none">• Problem-Solving• Negotiation• Recuitment• Team Work• Leadership | <ul style="list-style-type: none">• Public Speaking• Interviewing Skill• Good Communication• Microsoft Office• (Office,Excel,Ppt) |
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Certificates

- Dealls Mentoring & Jobs 1-on-1 Mentoring Human Resources Development.
- Participate As Delegate Brazil at ONLINE IMMUNITY CONFERENCE 95.0.
- In an International discussion Class entitled "Does Covid-19 pandemic wrecked Gender Equality ? Women Contributed On Handling Pandemic".
- Model Asean Meeting Special Summit on Covid-19 as Delegate Indonesia.
- The Table Manner Participant of Jenderal Achmad Yani University at Grand Mercure Bandung.