



MEYLINA SETYANINGSIH

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Kota Tangerang

Freshgraduate majoring in Management, interested in the field of human resources. Have learned about HRM, in-depth matters related to organizational culture, HR planning, leadership, industrial psychology, etc. Able to conduct curriculum vitae analysis, simulation in the interview process according to internship experience and organizational activities that have been carried at PT. Talenta Sinergi Group as HRC. Open to career directions in human resources, recruitment, HR administration, people & culture, organizational development, etc.

Work Experiences

PT. Talenta Sinergi Group - Yogyakarta (Online, ID)

Oct 2023 - Jan 2024

Human Resources Consultant Intern

- Provided CV and portfolio consultations to +30 clients with a one-on-one system using zoom.
- Guided the FDG to help clients prepare with practice interviews and technical checks once every 2 weeks using zoom.

Education Level

Sultan Ageng Tirtayasa University - Serang, Banten

Aug 2020 - Nov 2024

Bachelor of HR Management, 3.78/4.00

- Relevant courses: HR Planning, Industrial Psychology, Organizational Culture, etc.
- Journal Publish: The Correlation of Work Stress on Employee Turnover Intention: Job Satisfaction as Mediating Variable

Organisational Experience

Koperasi Kesejahteraan Mahasiswa - Serang, Banten

Mar 2022 - Feb 2023

Human Resources Development

- Conducted periodic evaluations on the effectiveness of the organization's programs of the 6 divisions on a 3-monthly basis.
- Organized and provided a platform for members to maintain open communication between members. Respond quickly and effectively to member problems and complaints in order to establish positive relationships between members of the organization.
- Actively involved in 8+ event committees, head of the event division in upgrading event, secretary in new member recruitment process, public relations division in Pendidikan Dasar Perkoperasian event, responsible person for events in RAT 2022, etc.

LSP MKUPK - Serang, Banten

Sep 2021 - May 2022

Mentor Staff

- Facilitated and supported new students in discussion sessions on understanding related courses and delivered 12+ related sub discussion materials.
- Provided assistance in Pengabdian Masyarakat activity tasks.

Skills, Achievements & Other Experience

- **HR Staff Online Training** 📄 (2025): Course: Major Labour Laws of Indonesia, Law Number 6 of 2023 & Regulation of the Government | Recruitment end to end | Payroll Administration, Salary Components, Overtime Pay, BPJS, and PPH 21 | PKWT & PKWTT | SOP | Jobdesc | PP & PKB
- **HRIS Online Training** 📄 (2025): Course: Introduction | Purpose & Benefit of HRIS | Planning, Analysis & Design HRIS | HRIS Implementation: Case Study | Maintenance & Evaluation of HRIS
- **Hard Skills:** Microsoft Office, Google Workspace (Word, Excel, Powerpoint) | Editing (Canva, CapCut) | Social Media & Platform Networking
- **Soft Skills:** Communication & Interpersonal | Team Work | Able to Work Independently | Attention to Detail | Responsible | Time Managemen
- **Interest:** Human Resources | Recruitment | Administration | People & Culture | Training & Development | Organizational Development