



Novie Delyanti, S. Psi

Profile : Results-focussed professional with extensive organisational skills and experience. Has considerable experience working under pressure and to deadlines, both individually and as a team leader.

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Date of Birth : Nov 19th, 1982
Nationality : Indonesia
Status : Single

Education Summary:

2001– 2008 **University of UPI YAI**
• Psychology Science

Work:

Counselling Psychology For Senior High School 17 Augustus 1945 (Part Time) (4th Des 2004- 4th Des 2005)

- Interview
- Information for assessing the individual's personality or counselling rapport

Tester Psychology WISC (Wechsler Intelligence scale Child) For Primary School (15th Des 2005- 15th May 2006)

- Monitoring and take care for children
- Interview for assessing the individual personality
- Report

Tester Psychology WPPSI (Wechsler Preschool and Primary Scale Of Intelligence) (30th May 2006-30th Oct 2006)

- Monitoring and taker for children
- Interview for assessing the individual personality

Team Leader Customer Service of Hutchison CP Telecommunications, PT (3) (26th Nov 2006-26th Nov 2009)

- Responsible for office administration arrangement and filling administration
- Handling Incoming-outgoing latter's
- Assisted and coaching new partners in training
- Handling Customer complaint and service change
- Accountable for reviewing all day report
- Coordinator sales walk in centre (WIC)
- Product info Post paid and prepaid
- Follow up Customer complaint
- Report Complaint all days
- PIC Post-paid Executive t 3store ITC Roxy Mas (Personal In charge)
- Team Leader WIC Plaza Semanggi, ITC Roxy Mas

- Inventory voucher, SIM CARD and Staterpack
- Report DO (delivery order)
- Maintain operational Grand 3store

Asst Manager Public Relation Sport Recreation, Graha Hexindo, PT (Hotel Grand Tropic), Gajah Tunggal Group (26th Nov 2009-20th Nov 2010)

- Planning, directing, controlling, and participant in Sport & Recreation and Kids Activities
- Prepare annual activities calendar sport & recreation and kids activities
- Prepare all activities equipment and maintain the sport & recreation area and kids activities
- Report activities sport & recreation and kids activities
- Prepares brochures, and other promotional material for the sport & recreation and kids activities
- Prepares annual sport & recreation and kids activities, coordinating with Public Relation Manager goals and Budget, in cooperation with sales develop working plans to carry out goals
- Organizes and maintain the kids club member
- Follow up Customer to join sport & recreation and kids club
- Administrations all activities sport & recreation and kids clubs

Voulater Komnas Perempuan (Review Monitoring violence), (20th Oct 2010- 17th Feb 2011)

- . Report about violence
- . Provide Referrals to victims of Violence
- . Knowledge of violence
- . Counselling

Secretary, Services Support & Partnership After Sales Division Device Technology of Smartfren Telecom, PT (Sinar Mas Group) (21 Feb 2011-21 August 2011)

- Maintain & check handset testing
- Follow up Repair handset
- Make PIE (Product Issue Escalation) Report
- Responsible for office administration arrangement and filling administration
- Partnership after sales (To make an agreement letters, Policy, request unit handset to vendor)
- Follow up service from Service Centre to Gallery
- Report PIE all days, weekly and monthly
- Inventory Handset Testing and Commercial
- Audit and visiting service centre
- Compile report PIE (Product Issue Escalation)

HR Recruitment of Smartfren Telecom, PT (Sinar Mas Group) (21 August 2011-20 June 2012)

- Filling Administrative
- To make an agreement letters job offering salary
- Compile report candidates interview
- Interview (will be informed detail at the interview session)
- Conducting psychological test and scoring
- Advertising vacant position through newspaper or internet
- Confirm to end for the new hire employee
- Sorting CV
- Head hunting candidates
- Advertising vacant position through newspaper or internet

Senior HR Generalist of Idealinks Daya Cemerlang, PT and Inspiro Mega Convexindo, PT (21 June 2012-at present)

- Filling Administrative HR
- To make an agreement letters job offering salary
- Interview (will be informed detail at the interview session)
- Conducting psychological test and scoring
- Confirm to end for the new hire employee
- Follow to vendor
- To make agreement letters to vendor and check agreement to client
- Advertising vacant position through newspaper or internet
- Filling legalitas company
- Purchase

- Make to schedule driver
- General Affair
- Purchase
- Traffic
- Controlling warehouse
- Reconsiliasi Jamsostek

Skills:

Computing	Adept user of Microsoft Word, Excel, PowerPoint, Internet & e-mail, Corel drawing
Languages	Good spoken English. Passive spoken French
Psychology Diagnostic	Battery Test (CFIT, RMI B, Gaya Belajar, Arah Minat, 16 PF, MSDT, Leader affectivity) IST, WPPSI, WAIS, Pavli & EPPS Test, TAT, Rorschach test (Personality Test), WB, Counselling, Kreplin Test, TKD 1&6, Papikostic, Leadership profile, Logika Verbal Graphic Test (Personality Test), Observing Of Patient RSJ.
Other	Diving (license OW, Advance)

Interests:

Travelling, music, reading, photography, gadget etc

Organization

1993-2001

Pelatnas Pencak silat Jakarta (Athlete)

Mapala High School 17 Agustus 1945 (Secretaries)

2011

Community Indonesia Traveller (Diver)