**PERSONAL DETAILS **

Name : Juliannisaa Muthia

Nick Name : Annisa

Age : 30 years

Place/Date of Birth : Jakarta/July 22nd 1985

Sex : Female

Height : 170 cm

Weight : 85 kg

Marital Status : Single

Religion : Islam

Address : Jl. Kalasan Blok S4/1. Kranggan Permai. Jatisampurna. Bekasi

Email : [anisamuthia@yahoo.com](mailto:anisamuthia@yahoo.com) & [nisamuthia@gmail.com](mailto:nisamuthia@gmail.com)

Contact Number : 0821 23615112

**EDUCATION**

2003 – 2012 : Faculty of Falsafah and Peradaban, Majoring in Psychology.

Paramadina University Jakarta (GPA 2,74)

2000 – 2003 : Senior High School at SMUN 105 Jakarta

1998 – 2000 : Junior High School at SMPN 230 Jakarta

1997 – 1998 : Junior High School at SMPN 73 Jakarta

1994 – 1997 : Elementary School at SD Islam As-Syafiiyah 02 Jatiwaringin Jakarta

1991 – 1994 : Elementary School at SDN 05 Kebon Baru Jakarta

**INFORMAL EDUCATION**

2014 : Becoming A World Class Competence People at TRG Investama Jakarta

2014 : The Big 6 Personality Test at One Spirit Consulting Jakarta

2010 : Young on Top Campus Road Show 2010 at Paramadina University

2005 : Pelatihan ESQ Ary Ginanjar Agustian for Campus at Jakarta

2006 : English Course at Adventist English School Tebet

2002 : Lembaga Pendidikan PRIMAGAMA at Alternatif Cibubur

**ORGANIZATION EXPERIENCE**

2006 – 2010 : Anggota Karang Taruna Kranggan Permai

2005 : Anggota FOSMA ESQ Jakarta

**WORKING EXPERIENCE**

Mei – November 2005 : TK AULIA Kranggan Permai (Administration)

November 2005 – November 2006 : Prudential Insurance (Administration)

Maret 2011-Januari 2012 : PT.Innotech Mandiri Jakarta (HR Administration)

a. Filling document

b. Recruitment (job posting, sourcing, scheduling interview

& psychotest, helping associate, scoring psychotest)

Mei 2012-Present : Walima Wedding & Event Organizer

2011 – 2013 : Assistant Associate Psycholog

Sept 2013-Present : PT. Teknologi Riset Global Investama Group (HR Generalist

& Talent Acquisition)

a. Review & fulfillment MPP TRGI Group

b. Recruitment & Induction program

c. Talent Mapping

d. HR Generalist (controlling absent,BPJSTK, payslip,etc)

e. Payroll (prepare data for payroll, checking, process bank

transfer, tax (pph21)

f. Employee relation (layoff, internal & external company

branding)

**PROJECT**

* Neuron (One Hour Only) at TRGI
* Company Birthday
* Organizational Effectiveness
* Human Resources Information System
* People Review

**LANGUAGE**

* Indonesia : Active
* English : Language Active

**PERSONAL SKILL AND CHARACTERISTIC**

* Honest, responsible, work well with other, can work in team
* Detail, empathy and well prepared
* Willing to learn new thing
* Hard workers, able to work underpressure both individually or in a team

**OTHER SKILLS**

Good in operating computer software such as Microsoft Office (Word, Excel, Powerpoint), Administration & Scoring psychological testing, Recruitment & Assessment, HR Administration, HR Generalist.

**HOBBIES AND INTEREST**

Music, reading, computer, cooking, travelling.