







REVINKA FIRLIANIS FURQAN

HUMAN RESOURCES

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 revinkafirlianisfurqan

ACADEMIC HISTORY

Jambi University
Bachelor of Law | 2010 -2016

PERSONAL SUMMARY

I have working experience of more than 10 years in human resources, I can work in various situations, environments, or cultures and I am willing to work as a team or individually also have strong skills in human resources.

I am a multitasking, eager to learn, fast learner, curious, problem-solving, and never give up person.

SKILLS

- Recruitment
- Human Relations
- Human Resources Management
- Payroll and compensation calculation or formulation
- Internal Audit
- Training & Planning
- Personal Development
- Labour Laws
- Legal Drafting
- Analytical and Critical Thinking
- Problem-solving
- Microsoft Office
- Web Programming (HTML, CSS, PHP)

LANGUAGE

- Indonesia : Mother tongue
- English : Intermediate

HOBBY & INTEREST

Reading | Music | HR & Tech Update



WORKING EXPERIENCE

Human Resources Development Supervisor

PT. Permata Hijau Makmur (TurnKey Resources), Jakarta Selatan, Indonesia
Desember 2020 - Present

- Human Resources (Recruiting, training, KPI, SOP, payroll, incentives, compensation, PPh 21, BPJS Kesehatan, BPJS Ketenagakerjaan, manage the contract, and database employees/company, planning also formulation)
- Prepare and manage legal documents
- Manage attendance and equipment for WFH or WFO employees
- Budgeting Human Resources cost

HR & GA Supervisor

PT. Artha Permata Makmur (Cashcepat), Jakarta Selatan, Indonesia
June 2020 – Present

- Human Resources (Recruiting, training, KPI, SOP, payroll, incentives, compensation, PPh 21, BPJS Kesehatan, BPJS Ketenagakerjaan, manage the contract, and database employees/company, planning also formulation)
- Prepare and manage legal documents
- Manage attendance and equipment for WFH or WFO employees
- Make and maintenance employee matrix competency
- Implementation ISO 27001:2013

HR Generalist

PT. Anugerah Multiplikasi Indonesia, Jambi Indonesia
September 2017 – April 2019

- Human Resources (Recruiting, KPI, payroll, incentives, compensation, manage the contract, and database employees/company, planning also formulation)
- Prepare and manage legal documents
- Deal with customer complaints and find solutions
- Calculate the cost of official travel for employees
- Monitoring working safety area
- Resolve problems between the company and personal or vice versa, by deliberation or legally

HRD Manager

PT. Tata Motors, Jambi, Indonesia
August 2013 – January 2015

- Human Resources (Recruiting, KPI, payroll, incentives, compensation, manage the contract, and database employees/company, planning also formulation)
- Prepare and manage legal documents
- Deal with customer complaints and find solutions

HRD Manager

PT. Jebus Maju, Jambi Indonesia
April 2010 – April 2013

- Human Resources (Recruiting, KPI, payroll, incentives, compensation, manage the contract, and database employees/company, planning also formulation)
- Monitoring working area
- Managing the legality of goods and company documents



CERTIFICATION & TRAINING

- CBQA Global | 09th – 10th September 2021
Internal Auditor Training Course Information Security Management Systems – ISO/IEC 27001:2013
- Badan Siber dan Sandi Negara | 18th – 19th August 2020
Information Security Index and Risk Management Technical Guidance Webinar
- BSI Training Academy | 14th August 2020
ISMS : Awareness of ISO 27001:2013
- Kementrian Ketenagakerjaan | 4th – 5th March 2019
Payroll system and wage component according to Undang-Undang No. 13 Tahun 2003 and No. 78 Tahun 2015