

# DEVITA SHAFALINA



## Human Capital General Affair & System Management

### WORK EXPERIENCE

#### Human Capital, General Affair & System Management PT. DAYA MANDIRI TERBARUKAN | NOV 2019 TO PRESENT

- Human Capital General Affair include:  
Organizational Development, Recruitment Management, Performance Management, Reward Management, People Development, Industrial Relations, Termination Management, Personnel Management, Manpower Fulfillment & Competencies. Taking care of all the company's operational needs
- System Management include: Plan Do Check Action (PDCA). Improve the operational system, processes and policies in support of organizations mission specifically support better management reporting, business process, SOP & organizational planning.
- ISO 9001, ISO 14001, ISO 45001 & OHSAS 18001

#### Product & Business Development Specialist PT. SKY ENERGY INDONESIA TBK | NOV 2018 - NOV 2019

- Contributes to Organizational Planning & Block Chain System Development
- PIC Product Launching Phase 1 (Soft Launching) & Product Launching Phase 2 (Grand Launching)
- Research and develop business strategy
- Identify potential opportunities and create innovative strategies
- Researching ways to increase the value of our products for our clients

#### Retail Funding Officer BANK MEGA | SEPT 2017 - NOV 2018

- Promoting / Selling Bank Mega Products (Funding & Lending)
- Establish and maintain good relations with existing customers or new customers, especially priority customers

### ACADEMIC HISTORY

#### STIE EKUITAS Bandung ECONOMY MANAGEMENT, GRADUATED IN 2017

- GPA of 3.33
- Member Of TRANSMANIA Bandung
- Member of Badan Eksekutif Mahasiswa (BEM) STIE EKUITAS Bandung
- Head of Commission III Dewan Perwakilan Mahasiswa (DPM) STIE EKUITAS Bandung

### CONTACT INFO

**Personal Phone:** 0822-1425-8145

**Email:** devita.shafalina@gmail.com

**Address:** Jl. Terakota No. 8  
Perumahan Pondok Jaya,  
Bintaro Jaya

### CORE SKILLS

Business Strategies  
Business Development  
Time Management  
Planning & Execution  
Project Management  
Operations Management  
Marketing Campaign  
Event Management  
Human Capital & General Affair  
System Management