

Bunga Melati (22 y.o)

HR Enthusiast

Jakarta, Indonesia | Phone: 0812345678 | Email: bungamelati@email.com

LinkedIn : Bunga Melati

PROFILE

Graduated from Sehat Jaya University in 2021, GPA 3,45 majoring in HR Management. Has an 3 month experience in PT Langsung Mandiri, as HR Admin intern. Familiar in collect employee database, overtime calculation, and collect and make report for holidays, maternity leaves and another leaves from employees. Highly organized, detail, and good analytical thinking

EDUCATION

UNIVERSITAS JAYA BANGSA (2013 - 2017)

Bachelor of Management - GPA 3.5

INTERN EXPERIENCES

PT INDONESIA JAYA – Jakarta, Indonesia

HR Intern (April 2022 – June 2022)

- Collecting and maintaining monthly reports of employees' absences, including holiday, sickness, maternity, and other leaves, for 90 employees
- Collecting and calculating monthly report of employees' overtime, max 5th every month
- Updating payroll records by entering changes in insurance coverage, status, job level, job title, and department transfers (on supervision)

ORGANIZATIONAL EXPERIENCES

PT INDONESIA JAYA – Jakarta, Indonesia

HR Intern (April 2022 – June 2022)

Collecting and maintaining monthly reports of employees' absences, including holiday, sickness, maternity

HARD SKILLS

- Overtime calculation
- Collecting and maintaining monthly reports of employees' absences, including holiday, sickness, maternity, and other leaves
- English
- Ms Word, Ms Excel, Ms PPT

SOFT SKILLS

- Detail orientation
- Highly motivated
- Analytical skills
- Highly organized

TRAINING

- Becoming a HR Staff, 2022, by Karir Buana
- Jobseeker Guidance 2021, by eligible work

ACHIEVEMENT

- Best graduate, 2021 in **UNIVERSITAS JAYA BANGSA**
- 2nd winner in National debate competition, 2020, in Medan University

FULL NAME, age)
(Professional title)
(Location) | (Phone) | (Email)
(Linkedin)

PROFILE

(Insert a brief description (2-3 sentences) that includes your work experience. Don't forget to highlight your abilities and achievements.)

EXPERIENCE

COMPANY NAME – City, Country
Title (start date - end date)

- Describe your responsibilities at work, the process, and the outcome.
- Describe your responsibilities at work, the process, and the outcome.
- Describe your responsibilities at work, the process, and the outcome.

COMPANY NAME – City, Country
Title (start date - end date)

- Describe your responsibilities at work, the process, and the outcome.
- Describe your responsibilities at work, the process, and the outcome.
- Describe your responsibilities at work, the process, and the outcome.

EDUCATION

INSTITUTION NAME (start year - graduation year)
Degree level and major - GPA

HARD SKILLS

- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills

SOFT SKILLS

- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills
- Write down your skills

TRAINING (List from the recently training on top)

- Title of training, year, organizer
- Title of training, year, organizer
- Title of training, year, organizer

ACHIEVEMENT

- Title, year, organization/institution
- Title, year, organization/institution
- Title, year, organization/institution