

ERVIN APRIYANTI

Alamat Villa Bogor Indah 3 Blok BC 6 No. 21
Kedung Halang, Bogor, Jawa Barat

Telepone +62 813 1583 6959

Email ervinapriyanti123@gmail.com

Tanggal Lahir Sukabumi, 1 April 1986

Pendidikan  Jurusan S1 Hukum, Universitas Pakuan,
Bogor (2003-2007)

Pengalaman Kerja



ENESIS GROUP (2015-Sekarang)

HR Training & People Development (Corporate) (2021-Sekarang)

Melakukan pengembangan kompetensi, pelatihan karyawan, dan license karyawan, dari mulai tahap analisa perencanaan, schedule, budget, pelaksanaan dan pelaporan serta evaluasi.

HRGA Coordinator (2019-2020)

Bertanggung jawab atas operasional fungsi HR dan GA.

HR Recruitment & People Development (2015-2018)

Melakukan recruitment bagi karyawan baru dari mulai tahap permintaan hingga karyawan masuk. Serta, melakukan kegiatan pengembangan karyawan seperti pelatihan-pelatihan.



WOM Finance, Tbk (2008-2012)

HC Supervisor

Melakukan kegiatan planning & resourcing pemenuhan SDM. Pengelolaan administrasi HC seperti Payroll, Comben, Promosi, serta Industrial Relation

PT. Metroprima Artha Nusa (2007) sebagai **Sekretaris**

CURRICULUM VITAE

WORKSHOP

CPOB/CPOTB

Certified by Enesis Group

Quality Control Circle

Certified by Enesis Group

Training Leadership

Certified by Enesis Group

Training Motivation & team Work

Certified by Enesis Group

Training Becoming Effective Leader

Certified by Enesis Group

Effective selection & Recruitment

Certified by Enesis Group

Human Resource Management Training

Certified by Enesis Group

ISO 9001:2015

Certified by Enesis Group

Negotiation & Communication Skill

Certified by Enesis Group

TECHNICAL SKILL

HR Operation

Recruitment, Training & People Development, Payroll, ComBen

GA Operation

Office Supply, Industrial Relation, Employee Relation, Industrial Permit.

SOFT SKILL

Communication

Negotiation

Problem Solving

Software

Microsoft Word

Microsoft Excel

Microsoft Power Point