

CURRICULUM VITAE



I am Rany Defri Astuti, domiciled in Batam. I have experience in the HR field (Single Fighter) since 2019 still active now. I have a sportsmanlike personality, a cheerful personality, and optimism, I really like new things, think critically, am a problem solver, am very sportsmanlike at work, and have loyalty and leadership at work, critical but humorous, very professional and adaptive. Ability to work effectively both independently and in a team environment, multi-tasking and multi-tasking, Strong communication and interpersonal skills. want to learn more and improve existing skills. problem solving and enjoys challenges in new matters/cases, negotiation skills, and expert in reviewing employee performance Collaborates with managers to develop and implement performance management initiatives, including goal setting, performance evaluation, and performance improvement plans. Expert Manage the end-to-end recruitment process, including job posting, resume screening, interviews and orientation, payroll, compensation and benefits, Training and Development, KPIs, Workforce Planning, Provide guidance and support to employees and managers in critical HR-related areas. Understand employment regulations & Company Legality such as PP, SUSU, NIB, WLKP ect, personnel documents. Like contracts, SKB ect.

Maintain employee records and ensure compliance with applicable policies, procedures and employment laws. Assist in developing and implementing HR policies and practices to foster a positive work environment and ensure legal compliance. Support employee relations by answering and resolving employee questions, concerns and conflicts. Proficient in using Microsoft, expert in settle BPJS (employment & health), Mastering employee payroll systems (daily/monthly)/accurate systems, and employee attendance systems (manual/automatic) Assisting with compensation and benefits administration, including salary benchmarking, benefits registration, and payroll coordination. VISA/KITAS processing expert, has a SIM C. Graduated from Bachelor's Degree University Ibnu Sina Batam.

WORK EXPERIENCE

HR. EXECUTIVE | PT. BIOWORLD BIOSCIENCES M. I

April 2019 - Still Active (4 Years)

- ✚ Settle Recruitment End-to-end & Development
- ✚ Consulting, Negotiation & Evaluation performance review
- ✚ Employees, Problem-Solving
- ✚ Settle Legal Documents Employee / Company Settle KITAS/VISA, BPJS, salary benchmarking, benefits enrolment, and payroll
- ✚ Settle Internship/On the Job Training
- ✚ Safety Employees

2018-JAN 2019 | TELKOMSEL | CSR

2016 - 2018 | FOREIGN LANGUAGE TRAINING INSTITUTE | BRANCH COORDINATION.

2015 – 2016 | BCA | ADMIN MARKETING

FORMAL EDUCATION

- ✚ S1 – BACHELOR'S ECONOMIC UNIVERSITY IBNU SINA BATAM

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RELEVAN SKILL

- *Legal Document Preparation & SOP
- *Management System
- *UU/PP Regulation
- *KITAS/VISA
- *Negotiation, Multi - Task
- * Problem Solver & Communication.

TRAINING AND CERTIFICATION

- *HUMAN CAPITAL SUPERVISOR | BNSP | NATIONAL
- *HUBUNGAN INDUSTRIAL | BNSP | NATIONAL
- *ADMINISTRATIV EXECUTIVE | BNSP | NATIONAL
- *METODOLOGY INSTRUKTUR | BNSP | NATIONAL