

ANDINI EKA PUTRI SUROSO

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EXECUTIVE SUMMARY

I am currently living in Batam as a graduated Bachelor of Social Science from Universiti Teknologi Malaysia in 2022 with GPA 3,39. The depth knowledge I have in Human Resource Development is proven by my current professional experience as Trainer of People Development Department at PT. PCI Elektronik Internasional since 2022. Known as a professional person with good time and project management skills, as well as active in public speaking with excellent teamwork, I am currently open for a new opportunity to develop my capability and get more experience.

EDUCATION

Universiti Teknologi Malaysia – Johor Bahru
Bachelor of Science (B.Sc)
CGPA: 3,39/4,00
Study Program: Human Resource Development

Sep 2018 – Sep 2022

Yonsei University – South Korea
Winter School Program Awardee

Jan 2021 – Feb 2021

Senior High School 1 – Batam
Study Program: Social

Aug 2015 – May 2018

WORK EXPERIENCE

PT. PCI ELEKTRONIK INTERNASIONAL
People Development Trainer
Batam

Aug 2022 – Present

- Accomplish & meet trimonthly & yearly KPIs' (Key Performance Indicators) target by ensuring all employees have their training needs timely.
- Successfully create, analyze, and provide the best training matrix for all engineers & assistant engineers.
- Responsible for monitoring each employee that does not attend the mandatory training & perform immediate actions.
- Prepare and deliver induction training for all new employees effectively and effectively.
- Organize and manage new and different concepts of training for continuous improvement.
- Routinely analyze, check, and input kaizen & improvement program from several department & level.
- Schedule and follow-up the training to all trainees on the list.
- Collaborate & coordinate with respective departments to capture training material needed for employees.

PT. PANASONIC INDUSTRIAL DEVICES
Human Resource Development Intern
Batam

Mar 2022 – Jul 2022

- Designed and developed training module with concept "Sense of Belonging" systematically.
- Conducted training to employees with different subjects daily under head of department supervision.
- Trusted as the talent project for high level projects, such as company introduction, safety video, et cetera.
- Became the proficient user of virtual training tools, such as Microsoft PowerPoint & Canva.
- Brainstormed & ideated fresh concept of training module, such as game creation.

VACATIONAL HIGH SCHOOL 1
Human Resource Intern
Batam

Aug 2020 – Oct 2020

- Trained uncertificated teachers to grant professional certification from the National Professional Certification Agency (BNSP Certification).
- Facilitated the employees/teachers by being key person between school and BNSP Organization.
- Focused on preparing, providing & compiling the material needed for certification.
- Conducted several tests & assignments for all uncertificated teachers under supervision.
- Filled and submitted all data needed for BNSP Certification at their website.

ORGANIZATION EXPERIENCE

PPI (PERSATUAN PELAJAR INDONESIA)

Staff of Public Relations

Jan 2018 – Jan 2020

- Achieved the target fund by dealing with sponsors and another kind of fundraising activities.
- Ideated the fundraising activities, such as fast food & frozen food sell.
- Reported the sales to head of public relations daily, weekly, and monthly.

VOLUNTEER/EVENT EXPERIENCE

Staff of Event Organizer

Issued by Indonesia Olympics Day | January 2020

SKILL & LANGUAGE

HARD SKILLS: *Microsoft Office (Word, Excel, PowerPoint), Design Tool (Canva), Human Resource, Human Development.*

SOFT SKILLS: *Leadership, Public Speaking, Collaboration, Training, Critical Thinking, Interpersonal Skill, Adaptive, Time and Project Management*

LANGUAGES: *Indonesian, English, Malay*