

RINDITA RATU CINTHIA

People Development

PROFILE

Talented People Development Officer with expertise in helping employees align with company objectives. Proficient at prepare assessment tools based on matric job competency, organising training, development, and team building initiatives to cement goals and drive competitive growth. Organised and creative with strong leadership and collaboration skill.



RATURINDITA@GMAIL.COM

RINDITA RATU

@RINDITARATU

0822-4381-9321



EDUCATION

Bachelor Degree in Psychology
University of Diponegoro, 2017

SKILLS

UNDERSTANDING ORGANIZATIONAL DYNAMICS

QUICK LEARNER

TEAM BUILDING

PRESENTATION SKILL

PROJECT MANAGEMENT

EXPERTISE

ADMINISTERING OF PSYCHOLOGY ASSESSMENT TOOLS

PLANNING AND MANAGEMENT OF MATRIC JOB
COMPETENCY

CONTINUOUS IMPROVEMENT EXPERTISE

EXPERIENCE

HR PEOPLE DEVELOPMENT SPECIALIST

- Prepare company organizational structure annually
- Review job descriptions of all departments according to organizational structure
- Review the competency dictionary of the company and employees of each position
- Handling employee assessments (including for promotions or making training needs analysis)
- Preparation of the Annual Training Master Plan (ATMP)
- Make the company's annual training calendar
- Carry out training activities (internal or external) of the company
- Make a report on the implementation of training
- Updating employee competency matrix

OPERATION PEOPLE DEVELOPMENT OFFICER

- Prepare the organizational structure and Man Power Planning according to company needs.
- Conducting job analysis and arrange job descriptions along with matric job competency.
- Prepare and carry out the classification of employee competencies based on job descriptions and KPIs.
- Prepare assessment tools based on employee competency needs and provide grade recommendations to employees.
- Prepare the training required of each competency and position based on assessment analysis.
- Compile the training modules and prepare training planning review tools (Annual Training Master Plan and Training Need Analysis)
- Prepare training implementation and job evaluation based on assessment analysis.
- Prepare and arrange monthly Operation Staff performance reports.

SAFETY, HEALTH, AND ENVIRONMENT OFFICER SYSTEM AND TRAINING

- Made a change behavior project through a behavior-based safety (BBS) approach to create a safety culture in the company.
- Conduct socialization and guidance K3LH (Kesehatan dan Keselamatan Kerjadan Lingkungan Hidup) programs.
- Verification as a form of follow-up to all PICA (Problem Identification Corrective Action) related K3LH program (internal and external) to incidents preventive at work sites.
- Organizing the implementation of K3LH training to ensure employees get K3LH training in accordance with existing training need analysis.
- Made data analysis and evaluation from the results of the implementation of the K3LH programs.
- Periodic review and provide recommendations for improvements to K3LH documents to ensure documents are still valid and usable.

PT. HASNUR
RIUNG SINERGI

FEB 2022 - NOW

PT. MADHANI
TALATAH
NUSANTARA

2019-NOV 2021

PT. BUKIT
MAKMUR
MANDIRI
UTAMA

2017-2018