



Merita Setiowati

Recruitment & Development Specialist

PERSONAL INFORMATION

Date of Birth

March 26, 1987

Place of Birth

Jakarta

Religion

Moslem

CONTACTS

Domicily

Perum Berau Indah, Blok AB,
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"...The only way to do great work is to
love what you do...."
Steve Jobs

EDUCATION

Institute Technology Bandung/ 2019 - 2021

People & Knowledge Dev Majoring , Master Degree

Univ. Islam Indonesia Yogyakarta/ 2004 - 2008

Psychological Majoring, Bachelor Degree

SMA Negeri 2 Magelang/ 2001 - 2004

Social Majoring

WORK EXPERIENCE

Talent & Development Senior Specialist

PT Mutiara Tanjung Lestari / Oct 2020 – Present

Job Description :

- Coordination with HR Dept Head in planning, implementing, evaluating and reporting employee development program, man power planning, talent & acquisition process, and OD
- Assessing, Monitoring & Coordinating Safety, Hard skill & soft skill Training TNA
- Monitoring & Coordinating talent & acquisition Process
- Analyze & assessing the need of man power plan
- Improve Standard Operating Procedure section of Talent & Development
- Create & monitoring budget section of Talent & Development

Project:

- Group Leader Development Program.
- Workshop Improving Personal Character, ect

HR Generalist

PT Berau Coal / Jan 2016 – Oct 2020

Job Description :

- Coordination with HR Dept Head in planning, implementing, evaluating and reporting of Performance Appraisal, OD, Man power plan, Recruitment and Apprentice
- Conduct & coordinating with all user through recruitment and selection process in order to fulfill man power requisition proposed by user
- Conduct & coordinating with all user through recruitment and selection process in order to fulfill Apprentice Program
- Provide assistance to HR Dept Head
- Coordination with HR Dept Head in planning, implementing, evaluating and reporting employee development program

Project:

- Talent Pool Candidate
- Soft Skills Analysis
- Employee Talent Mapping
- Internship Program
- Graduate Development Program, ect.

CERTIFICATION

- *Certified Man Power Planning / 2015*
- *Certified Assessment Center Assessor / 2017*
- *Certified BNSP Training Methodology / 2018*
- *Certified TOT Experiential Learning / 2018*
- *Certified Human Resource Professional Executive / 2022*

TRAINING

- *Effective Communication Skills / 2011*
- *Standar Etika Pelayanan Umum (SENYUM) – Ir. Yanti Sumara / 2011*
- *Basic Safety Management – In House PT Berau Coal / 2011*
- *Presentation Skills - IPDC/ 2011*
- *Management SDM berbasis Kompetensi – PPM Management/ 2012*
- *Sistem Rekrutment dan Seleksi Berbasis Kompetensi – PPM Management / 2012*
- *Senyum Awareness – E World / 2012*
- *People Skills - IPDC / 2012*
- *Effective Supervisory Management – PPM Management / 2013*
- *Internal Audit System SMK3L : ISO 14001 & OHSAS 18001 – IN House PT Berau Coal / 2016*
- *Achievement Motivation – Kubic Sisi Lain/ 2017*
- *Talent Management – PPM Management/ 2018*
- *Job Analysis, WA Job Appraisal & Job Grading - Insan Performa / 2018*
- *Designing Employee Training Program - In House PT Berau Coal / 2018*
- *Speak to Change Trainer for Trainer – Akademi Trainer / 2018*
- *Organization Development – GML Consulting / 2019*
- *Project Management – PPM Management / 2020*
- *Daily Time management – In House PT Berau Coal / 2020*
- *Diagnosing Organization & People Readiness – Insan Performa / 2021*

WORK EXPERIENCE

CONTINUED...

Recruitment & Apprentice Specialist

PT Berau Coal / Apr 2011 – Jan 2016

Job Description :

- Coordination with HR Dept Head in planning, implementing, evaluating and reporting of Man power plan, Recruitment Selection and Apprentice
- Conduct & coordinating with all user through recruitment and selection process in order to fulfill man power requisition proposed by user
- Provide assistance to HR Dept Head

Project:

- Recruitment Based on Competency
- Graduate Development Program, ect.

Operation Coordinator

X'cellent HR Consulting / Mar 2016 - Present

Job Description :

- Conduct selection process which is including Psychological test, interview and Psychological Report
- As a trainer conduct classical sharing session for client
- Maintain good communication with client

Project:

- Outbound session
- Classical sharing session
- X'cellent Talk, ect.

ACHIVEMENTS

Best Employee of the year
PT Asia Outsourcing Service / 2010

Best Employee SENYUM Program
PT Berau Coal/ 2015

Best Trainer “Speak to Change”
PT Berau Coal/ 2017

5 Nominees “Inspiration Woman”
PT Berau Coal/ 2019

LANGUAGES

English

Intermediate

Bahasa

Native Speaker

SPEAKER INVITATION

- 2022 – Institute Bisnis Kalbe
- 2020 – present – Poltek Sinarmas
- 2020 – UIN Syarif Hidayatullah
- 2019 - present – SMK N 1 Berau
- 2019 – present – SMK Ma’arif Berau

SOCIAL



Merita Setiowati



Merita Mey



Merita Setiowati

Thank
You

PERSONAL SKILLS

Good Time Management
Team oriented
Fast learner

Leadership
Communication Skills
Customer Oriented

WORK EXPERIENCE

CONTINUED...

Recruitment Officer

PT Asia Outsourcing Services / Jan 2009 – Apr 2011

Job Description :

- Conduct recruitment process to acquire suitable candidates
- Conduct selection process to determine the best candidate to be hired
- Make Psychological report of candidate

Project:

- Workshop interview for call center & Customer Service.
- Job Fair

Recruitment Officer

PT Muncul / jul – Jan 2009

Job Description :

- Conduct recruitment and selection process in order to fulfill man power requisition proposed by user
- Coordinating with all users through recruitment & selection process
- Day to day administration process due to employee data

Senior Part time Crew

PT Sampoerna Agasam / okt 2006 – oct 2008

Job Description :

- Prepare merchandise product for Sampoerna event
- Coordinating Parttimer Crew
- Stock of Name Merchandise Product

Project :

- Targeted Merchandise selling

ORGANIZATIONAL EXPERIENCE

2014 – Present, Head of X'cellent Community
2014 Head of Berau Coal English Club Program
2015 Head of Public Relation Vision For Future
2010 Volunteer Merapi Eruption, Psychology UII community
2008 Voluteer Merapi Eruption, Tali kasih yogyakarta community
2006 Volunteer Yogyakarta Earthquake, kami kamu community