



Rifki Andrian
People Operation Specialist
ALAMI Fintek Sharia

(+62) 81382943118 | rifkiandrian97@yahoo.com | Bandung, Jawa Barat

Experience

May 2022 - Present

People Operation Specialist

ALAMI Fintek Sharia | DKI Jakarta, Indonesia

Industry	Banking / Financial Services
Specialization	Human Resources
Role	Compensation & Benefits
Position Level	Supervisor / Coordinator

1. Onboarding
2. Offboarding
3. Compensation & Benefit
4. HRIS
5. Employee Movement
6. HR Administration
7. Company Policy
8. Ask PAC, etc

Jul 2021 - May 2022

HR Assistant Manager

PT Masima Radio Network | DKI Jakarta, Indonesia

Industry	Entertainment / Media
Specialization	Human Resources
Role	General HR
Position Level	Manager / Assistant Manager

1. Personnel Cost & Headcount (PC & HC)
2. Compensation & Benefit
3. Recruitment
4. Termination
5. HR Administration
6. Organization Structure
7. Company Regulation
8. Company Official Announcement

Oct 2019 - Jun 2021

HR & Operations Senior Officer

PT Witami Tunai Mandiri | DKI Jakarta, Indonesia

Industry	Banking / Financial Services
Specialization	Human Resources
Role	Compensation & Benefits
Position Level	Supervisor / Coordinator

Duties and Responsibilities :

1. Update the employee database and provide employee demographicson monthly bases
2. Communicate & Distribute of new and existing HR Policies
3. Support the Line Managers to deliver formal letters on demand
4. Support the Line Manager to oversee employee attendance andreporting to the Line Manager for any findings
5. Become a positive role model for employees as a Human ResourcesTeam
6. Provide and calculate Payroll report and income tax
7. Responsible for BPJS, Insurance & Income Tax reporting
8. Responsible for Employee Benefit in timely manner
9. Update & provide employee data & P-File of each employee
10. Build strong communication with Line Managers, internal HRteams and other Departments
11. Communicate and coordinate with HR Admin in each branch toensure that HR Operations are running well and report any findings toLine Managers
12. Provide accurate filling and structural employee data & HR file
13. Support Line Managers for HR Projects on demand, HR Audit &Audit from Government (such as Labor Dept, BPJS and etc)

Apr 2018 - Jun 2019

HR Operation

PT ITsec Asia & PT Numisec International Indonesia | DKI Jakarta, Indonesia

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	Human Resources
Role	General HR
Position Level	Supervisor / Coordinator

Duties and Responsibilities :

In charge for day to day operational HR for 2 different companies

1. HR Administration (Employee Data Management, Filling Document, Loan, Attendance, Leave, Letter of Agreement,Letter In and Out)
2. Payroll (Calculation Salary, Tax PPh 21)
3. Compensation & Benefit (BPJS TK, BPJS Kes, Insurance, Biz Trip, Allowance)
4. Industrial Relation (PHK, Exit Interview, Company Regulation)
5. Support Administration for Recruitment, Training, KPI, Employee Survey, etc
6. Manage HRIS
7. Familiar with ISO 1900 : 2015 (SOP & KPI)

Nov 2017 - Mar 2018

HR Admin (Replace Maternity Leave)

PT Witami Tunai Mandiri | Indonesia

Industry	Banking / Financial Services
Specialization	Human Resources
Role	Compensation & Benefits
Position Level	Staff (non-management & non-supervisor)

1. HR Administration
2. Compensation & Benefit

Sep 2016 - Dec 2016

HR Service & Payroll

PT. Bank SBI Indonesia | DKI Jakarta, Indonesia

Industry	Banking / Financial Services
Specialization	Human Resources
Role	Payroll Officer
Position Level	Staff (non-management & non-supervisor)

1. HR Administration
2. Compensation & Benefit

Jun 2014 - Mar 2015

Administrator

PT Bahtera Wiraniaga Internusa | DKI Jakarta, Indonesia

Industry	Others
Specialization	Clerical/Administrative Support
Role	Contracts Administration
Position Level	Staff (non-management & non-supervisor)

1. Responsible for Sales Administrations such as invoicing, etc
2. Making Sales & Stock op Name Report
3. Making Sales Increment Report
4. Correspondence
5. Handling Sales Petty Cash
6. Making attendance report for Merchandiser & Sales Team
7. Making Incentive calculations and report for Sales Team
8. Making Shipment Report to Warehouse
9. Communication function between Supplier & Principal

Education

2013

Bina Sarana Informatika

Associate Degree in Computer Science/Information Technology | Indonesia

Major	Manajemen Informatika
CGPA	3.35 / 4.0

2006

SMUN 3 Tarogong Kidul Garut

SMU in Science & Technology | Indonesia

Major	IPA
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Skills

Advanced	HR Administration, Payroll Management
Intermediate	Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Sipp Online, Edabu, Pph 21
Basic	E-Spt, HRIS

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Indonesia (Primary)	9	9
English	6	6

Additional Info

Other Information

Training and Courses :

- Jakarta, 5 July 2018 : Workshop ISO 9001 : 2015 (PQM Consultant)
- Jakarta, 5 September 2018 : Internal Audit ISO 9001 : 2015 (PQM Consultant)
- Jakarta, 13-14 March 2019 : Training Basic HR Management (HRD Forum)
- Bandung, 6-7 April 2021 : Certified Talent Management (Bina Karir & Pungki Purnadi)
- Sidoarjo, Oktober 2021 : Workshop OD, Comben, Recruitment (AR Generasi Unggul)
- Sidoarjo, November 2021 : Legal Competency & Course Expert Excel Class (AR Generasi Unggul)

Strength:

- Fast Learner
- Advance Skill in Microsoft Office (MS Word, Excel, Power Point)
- Able to work with under pressure
- Good Communication Skill
- Positive Attitude & Open Minded

Working Achievement:

- Success to support HR Audit by Independent Consultant (PWC) in 2019 & 2020
- Success to support cutting cost for HR Operations & HR Budget by monitoring and evaluate overtime & HR Operations Cost with direct Manager
- Support for Branches Office Closing Down and execute the termination smoothly and nocase (zero case)
- Support General Affairs & Asset Department to handle Stock op name of Assets & Inventory of Head Office & branches and; Office Movement Project.

About Me

Gender	Male
Age	34 years
Address	Perum Soreang Residence Blok F3 No.11, Kel. Gandasari, Kec. Katapang, 40921, Bandung, Jawa Barat, Indonesia
Nationality	Indonesia