

# IVANA ANGELI SOEDJAJA

HR SERVICES EMPLOYEE RELATION

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Jl. Anggrek 1. Kranggan  
Permai. Bekasi

## EDUCATION

### Bunda Mulia University

Bachelor of Psychology

2014 - 2018

## EXPERIENCE

### HR Services - Employee Relation Supervisor

PT Budimanmaju Megah Farmasi  
(Bumame Farmasi)

2020 - Present

- Managing employee relation and staff welfare issues
- Assist in performance management processes
- Support management of disciplinary and grievance issues
- Communication with outsourcing
- Arrange Event
- Manage maintenance and accuracy of employee data, for reporting and distribution

HR Generalist | 2020 - 2021

### Teller - Magang Bakti

PT Bank Central Asia (BCA)

2018 - 2019

- Assisting Customers with basic transactions
- Accepting cash, checks, and other forms of payment
- Verifying customer identities
- Counting the cash in drawer before and after work

### Internship Organization & People Development

PT MNC Kapital Indoensia

Jan - Jul 2018

- Administration
- Screening CV Employee
- Conduct Assessment
- Helping Employee Development Program

## ABOUT ME

I am an adaptable fast learner, discipline, hard worker. I'm work well in a team. I have good listening and communication skills.

## HOBBIES

- Travelling
- Singing
- Watching Movies
- Dancing

## SKILL

MS Office	<div style="width: 80%;"></div>
Communication	<div style="width: 70%;"></div>
Engagement	<div style="width: 90%;"></div>
Canva	<div style="width: 60%;"></div>