

REZA RISKY YANI

I have 2 years working experience, in HR & Recruitment and Asst Export. I have analytical skills, have excellent time management, able to work together in a team or individually. easy to adapt to new environment and fast learner.



PERSONAL PROFILE


DOB : Palembang, August 23 1997

Gender : Female

Status : Single

Religion : Islam

CONTACT

 Pulo Gebang Permai
Blok A4/16 Cakung,
Jakarta Timur

 rezarizkyyani@gmail.com

 081281661032 (WA)

 linkedin.com/in/rezarizkyyani

EDUCATION

2015-2020

Bachelor of Psychology (GPA : 2.80) Universitas Persada Indonesia Y.A.I (4,5 years)

2012-2015 SMA Diponegoro 2
Major in Science

SKILLS

- able to operate microsoft office
- able to operate several psychological test tools, Pauli, Wisc test, graphic test and TKD test
- Obsevation, Interviewer, have a good communication and adaptation in new environment
- Discipline, good in time management

INTERN EXPERIENCE

Internship Psychology Assistant

DEPARTEMEN KEMENTRIAN SOSIAL
FEB 2017 - JUN 2017

- Studied Client Assesment
- Analysis and Observation
- Socialization sessionsamong fellow assisted residents or client

Internship Staff Collection

PT. HANAN NUSANTARA (TRAVEL)
FEB 2018 - JUN 2018

- Call Center
- Bookkeping Collecting

Internship Rehabilitation

BADAN NASIONAL NARKOTIKA (BNN)
JUL 2019 - SEPT 2019

- Client Asssment
- Consult client complaints and client developments
- Doing group therapy
- Perform a client personality test
- Create client progress reports

WORK EXPERIENCE

Staff HRD

PT HANAN NUSANTARA
APR 2020 - APR 2021

- Doing end to end Recruitment process and Interview
- Managing and Developing Human Resources
- Make work contracts for PKWT and PKWTT employees
- Make a Recapitulation of employee absenteeism
- Help archive company documents

Assistant Export

PT RODA MAJU BAHAGIA
APR 2021 - NOV 2021

- Manage Export
- Controlling goods exported externally and internally
- Maintain correspondence and communication with buyers regarding the export process in sales
- Responsible for all export activities

Staff HR & Recruitment

PT KAPUAS PRIMA COALTBK
NOV 2021 - CURRENT

- Doing end to end Recruitment Process (Discussion regarding employee request with each department, Hire, Recruit and Interview)
- Make work contracts for PKWT and PKWTT employees
- Make Payroll Calculations, Compensation, and Reimbursement
- Manage BPJS Kesehatan and BPJS TK (ketenagakerjaan)
- Make permanent employee decisions, mutation, promotions and demotions

ORGANIZATION EXPERIENCE

- 2015-2019 Member of the 2015 YAI Psychology Forum (Treasurer)
- 2017 Commite Psycho Cup Connected BED Psychology Y.A.I (Medical)
- 2016 Commite Psycho Cup Connected BEM Psychology (Medical)
- 2016 Committe Gathering Progression (Consumption)
- 2016 Committe RSJ Bandung Visit BEM Psychology Y.A.I (Equipment Division)
- 2013-2014 Head of the Diponegoro 2 High School Student
- 2010-2012 Member of Paskibra SMPN 256