

Attention:

HR-Department

Dear Sir or Madam,

I would like to introduce my self. My name is Yanita Rajagukguk, I graduated from University of Gunadarma Jakarta Major Psychology. I am very interested to get work on your Department. You will see from the enclosed resume that I offer the skills and experience you seek.

I have a competence in English and familiar with computer and also Psychological tools, HRIS, HR System, Payroll System, ISO & OHSAS, Microsoft Office. I am a hard worker, have high motivated and have great attitude. I am also responsible, and self – motivated. Those are the key points that encourage me to apply for this position.

Enclosed are my resume (Curriculum Vitae) detailing my personal and educational background, experience background. I would provide any further information that you may need. I am looking forward to meet you. Thank you.

Sincerely yours,

Yanita Rajagukguk

CURRICULUM VITAE



Personal Data

Name : Yanita Cinta Marito Rajagukguk
Place/Date of Birth : Gunung Sitoli/ January 29th, 1990
Current Address : Jalan Danau Diatas Blok G No. 77 RT. 12 RW III Bendungan Hilir,
Tanah abang, Jakarta Pusat
Gender : Female
Marital Status : Single
Nationality : Indonesian
Phone : **081384366432**
E-mail : YanitaCMR@yahoo.com or Rajagukgukyanita@gmail.com

Education Background

1997 – 2003 : Elementary School (SD Kalam Kudus) Medan
2003 – 2006 : Junior High School (SMP Kalam Kudus) Medan
2006 – 2009 : Senior High School (SMUN 12) Medan
2009 – 2013 : University of Gunadarma (majoring Psychology) Jakarta
GPA = 3.53 (scale 4.0)

Short Course & Training

2006 – 2009 : English Language Course at Australia Center Medan
2009 – 2011 : English Language Course LIA
2016 to date : LPK Porodisa and English Language Center (ELC)

ORGANIZATIONAL EXPERIENCE

2006 – 2009 : Members of “ Social Drugs proof Board of North Sumatera”
2006 – 2009 : Secretary of SMU N 12 Medan Student’s Body (OSIS)
2009 – 2011 : Members of “Psychology Community Jakarta“

2010 – 2013 : Laboratorium Assistant of psychology at University Gunadarma
Jakarta

WORKING EXPERIENCE

2010 – 2011 : Laboratorium Assistant of Psychology Faal at University Gunadarma
Jakarta

2011 – 2012 : Laboratorium Assistant Inventory and Psychodiagnostic of
Psychology at University Gunadarma

2012 – 2013 : Laboratorium Assistant Method of measurement of
Intelligence Psychology at University Gunadarma Jakarta

September 2013 – Oktober 2014 : PT. Post Energy Indonesia (Oil and Gas Company)
Place : Plaza Permata 8th Floor, Suite #801 Jl. MH.Tamrin
No.57
Position : HR Staff
Department : HRD & LGA
Job Duties :

- Conducting and supervising recruitment and selection process such as job posting, application selection making psychological test, interview by HR Recruitment & User, making psychological reports, register medical check up, Hire & Placement by Probation/PKWT/PKWTT
- Monitoring employee contract and probationary evaluation period
- Handling and maintaining employee data input and data updates
- Handle employee insurance (BPJS TK, BPJS medical insurance & third party insurance)
- Handling employment agreement later for temporary and permanent employee
- Reporting Absensi, overtime calculating, payroll, reimbursement, employee medical claim, periodic leave arrangements, etc
- Arranging legality Office and Employee
- Coordinating the use of light vehicles, company facilities
- Arrange flight ticket reservations and other transportation facilities

- Maintaining HR's data and record
- Making agreement letter for temporary and permanent employee
- Checking asset list/ Inventory
- Reporting directly to manager HR Department, etc

Oktober 2014 – November 2015 : PT. Wilton Wahana Indonesia (Mining Gold Company)
 Place : Jl. Mangga 2 Raya RT.03 Rw. 06 Blok C. 5 Sawah
 Besar Jakarta Pusat ; Site in Sukabumi, West Java
 Position : Senior HR Recruitment Staff and Human Capital
 Department : HRD
 Job Duties :

- Conducting and supervising recruitment and selection process such as job posting, application selection, making psychological test, interview by HR Recruitment & User, making psychological reports, register medical check up, Hire & Placement by Probation/PKWT/PKWTT, Job Evaluation.
- Monitoring employee contract and probationary evaluation period
- Handling employment agreement later for temporary and permanent employee
- Handle employee insurance (BPJS TK, BPJS medical insurance & third party insurance)
- Establish good relationships with government agencies such as Depnaker and Disnaker, related to employees, and industrial relationship.
- Making PKB with team and Assists management to provide consistent company policy interpretation, implementation and enforcement.
- Ensure that all HR policies and procedures are regularly reviewed and continue to reflect both up-to-date employment law and best practice.
- Making HR Policy such as procedure of grading and salary structure, remuneration, adjustment salary, overtime calculating, punishment procedure, terminating calculating, point of hire changes, employee transfer, promotion submission, layoff processes, mediation of employee processes, etc.
- Assists employee to provide consistent company policy, HR policy interpretation, implementation and enforcement.
- Conducting both internal and external Training,

- Ensuring the implementation of training, including monitor and evaluate the process
- Reporting directly to Superintendent and Manager HR Department
- Using HRIS

December 2015 – Present : PT. Nusa Halmahera Mineral (Mining Gold Company)
 Place : Grand Kawanua City Walk No. 10 Jl. A.A Maramis
 Manado ; Site in Gosowong, Halmahera, North
 Maluku
 Position : Superintendent HR Recruitment and Human Capital
 Department : HRD
 Job Duties :

- Monitoring and coordinate HR Acquiring : Recruitment concept by MPP, Application selection, making psychological test, interview by HR Recruitment & User, making psychological reports, register medical check up, Hire & Placement by Probation/PKWT/PKWTT, Evaluation.
- Monitoring employee contract and probationary evaluation period
- Handle employee BPJS and Insurance
- Monitoring of Job Description of employee and job evaluation employee.
- Handling employment agreement later for temporary and permanent employee
- Mapping for TNA and the implementation of training, competency matrix
- Conducting both internal and external Training,
- Ensuring the implementation of training, including monitor and evaluate the process (Pra test and Post Test)
- Establish good relationships with government agencies such as Depnaker and Disnaker, related to employees, and industrial relationship.
- Making PKB with team and Assists management and employee to provide consistent company policy interpretation, implementation and enforcement.
- Ensure that all HR policies and procedures are regularly reviewed and continue to reflect both up-to-date employment law and best practice.
- Making HR Policy such as procedure of grading and salary structure, remuneration, adjusment salary, overtime calculating, punishment procedure, terminating calculating, point of hire changes, employee transfer, promotion submission, layoff processes, mediation of employee processes, etc.

- Actively manage direct reports, and regular meetings take place to assist the HR to drive up standards within the team and to ensure that the HR team provide a high level of customer service at all times.
- Reporting directly to manager HR Department
- Using HRIS

RESEARCH EXPERIENCE

1. Rahardjo, W., Hermita, M., Rajagukguk, Yanita, 2012. Sexual Script and Sexual Double Standard on People From Batakese, Melayunese, Betawinese, Javanese ethnics. The 30th International Congress of Psychology (ICP), Cape Town, Africa.
2. Rahardjo, W., Rajagukguk Yanita, 2012. Sexual Sensation Seeking Tendency and Risky Sexual Behavior among Seamen. Journal of Gunadarma University, Jakarta, Indonesia.

OTHER EXPERIENCE

- March, 2012 : Became a speaker of Psychology Seminar Research in Psychology II (Quantitative Research) at The University of Gunadarma, Jakarta
- Juni, 2012 : Became a speaker of Psychology Seminar at The University of Atmajaya, Jakarta
- February, 2015 : Training Balanced Scorecard in BMD Street, Bandung.
- Juni, 2016 : PIC of ISO 9001:2007 & OHSAS 18.001
- September, 2017 : PIC of ISO 9001:2007 & OHSAS 18.001
- Juni, 2018 : PIC of ISO 9001:2015 & ISO 45.001:2018
- November, 2018 : Training Human Capital Practitioner in Bina Karir, Bandung.