

Aldila Putriningtyas, S.Psi

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About Me

A strong of dedication and motivational experienced with high valuable skills at Human Resource specializing in Organizational Development with maintaining positive spirit and target and achievement oriented.

Education

University of Muhammadiyah Malang (August 2014 – October 2018)

S1 Psychology - GPA 3,80

Skill and Competency

1. Ms Office

Key Competency : Calculations, List of Data (Pivot, Vlookup, Hlookup), Graphs, and Formatting

2. Training

Key Competency : Training Need Analyze, Training Execution and Evaluation, Modul

3. Psychological Assessment

Key Competency : Administration and Skoring, Interpretation and Assessment Report

4. People Development

Key Competency : Employees evaluation, Promotion, Demotion, and Rotation
Administration, Talent Pool and KPI (Key Performance Indicators)

5. Recruitment and Interviewing

Key Competency : BEI Interview, CV resume review, Sourcing

6. Organizational Development

Key Competency : Organizational Structure, Job Description, Work Load Analyze, Man Power Planning

Work Experience

PT. Selalu Cinta Indonesia, Kota Salatiga - Indonesia

HR Organizational Development (September 2021 – January 2023)

1. Responsible at performance employee's probation and evaluation
2. Responsible at performance appraisal
3. Make an analyst performance employees after do the performance appraisal
4. Responsible at cut off probation administration
5. Do psychological assessment for internal and external hiring
6. Do the scoring psychological testing and filling data for employees psychometry
7. Reviewing job description and renewing job description facilities
8. Analyze for talent pool employees
9. Processing administration for promotion and demotion.

PT. Pilar Prima Nusantara, Yogyakarta – Indonesia

HR Recruitment and Administration (March 2021 – June 2021/ Temporary)

1. Responsible at end to end recruitment
2. Make an Punishment Letter for employees
3. Processing administration for new employee
4. Reporting about current employees for management

PT. Prima Sejati Sejahtera (Pan Brothers Group), Kabupaten Boyolali - Indonesia

HRM Factory Staff (August 2019 - August 2020)

1. Responsible at training process (TNA, Modul and Syllabus, Training Evaluation)
 2. Do the training for employees (operator – chief level)
 3. Assist in people development (promotion, talent management, mentorship program)
 4. Reviewing job description and renewing job description facilities
 5. Do the recruitment for operator and staff
 6. Do the filling data for new and terminate employment contract document
 7. Entering incomplete absence
 8. Responsible at coaching for new employee
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Reference

1. **Marta Juwita Sofiyani, S.Psi**
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2. **Hana Anggraheni**
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