



## AJENG GHINA FARHANI

Human Capital Admin

Human Capital Admin with progressive experience managing employee benefits & compliance, employee on boarding and HR master data. Dependable and motivated individual with ability to communicate across levels.

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-  ajengghina@gmail.com

### PROFILE

**Place of Birth** : DKI Jakarta  
**Date of Birth** : 28-12-1992  
**Nationality** : Indonesian  
**Marital Status** : Single

### LANGUAGE SKILL

Bahasa (Native)  
English (IELTS 6.5)

### COMPUTER SKILL

Microsoft Office  
Google Suite  
HRIS (HRMS & Sleekr)

### PERSONAL INTEREST

-  Reading
-  Human Resource
-  Writing
-  Travelling & Culture

## EDUCATION

Graduated **Bachelor of Economics**  
Faculty of Economics and Business  
**Universitas Gadjah Mada**, majoring in Business  
**GPA: 3.43**

## ORGANIZATION AND WORKING EXPERIENCE

### PT Solusi Teknologi Niaga (Qasir)

*Human Capital Admin, February 2019 – May 2019*  
General administrative support for Human Capital division including maintain master data, payroll, and medical reimbursement.

### PT Komatsu Indonesia

*Payroll Staff, 2017 - 2018*  
Maintained master data, gathered, calculated and maintained payroll records. Undertaking required reports both internal and external.

### PT Adhikara

*Associate, 2016 – 2017*  
Responsible for day to day administrative task. Arranged out bounds and assessments.

### PT Tirta Investama ( Danone Aqua)

*Intern in Human Resource Division, 2013*  
Deliver quality HR compliance and administrative support to the HR team.

### AIESEC Local Committee Debrecen

*Exchange Participant, 2013*  
Teaches English in a kindergarten as well as introducing Indonesian culture.

### IKAMMA (Ikatan Keluarga Mahasiswa Manajemen)

*Treasurer of Sports and Art Association, 2012-2013*  
Organized sports and arts event in the scope of management student of Universitas Gadjah Mada.

## COURSE AND SEMINARS

- ◆ General Translation Course at Universitas Atma Jaya
- ◆ Regular Public Speaking Course at Alvin Adam School of Communication
- ◆ Digital Mastership: Content Writing at Lingkaran