



# Violeta Valentina

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Nationality: Indonesia | Marital Status: Belum Menikah | Religion: Kristen Protestant | Birthday: Jakarta 27 Oktober 1986 | Website: LinkedIn : Violeta Panjaitan

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## Work Experience

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### PT Sarana Artha Grahawisesa

06/2024 - Nowadays

HR ManagerTanggung jawab:

- \* Memonitor, mengontrol, merencanakan dan mengevaluasi jalanya kegiatan di bidang HRD secara keseluruhan.
- \* Mengontrol dan mengevaluasi semua operational HRD (Payroll, Recruitment, People Development, Administration, dll).
- \* Merencanakan , mengevaluasi dan menganalisis manpower planning di setiap divisi agar efektifitas dan efisiensi SDM perusahaan dapat di kendalikan dengan baik sesuai dengan tujuan perusahaan.
- \* Menganalisa, mengembangkan, serta memonitoring strategi pengolahan SDM.
- \* Melakukan review terhadap surat perjanjian kontrak, kerjasama, serta legalitas lainnya.
- \* Melakukan peninjauan terhadap asset perusahaan.
- \* Mampu merancang, mengimplementasikan dan mengembangkan program training yang sesuai dengan visi misi perusahaan.
- \* Mengurus BPJS kesehatan dan ketenagakerjaan.
- \* Membuat SOP, job description, training dan development system, dll.
- \* Melakukan seleksi, promosi, mutasi dan demosi pada karyawan yang di anggap perlu.
- \* Melakukan kegiatan pembinaan, pelatihan, dan kegiatan – kegiatan yang berhubungan dengan pengembangan kemampuan, potensi, mental, keterampilan dan pengetahuan dan pengetahuan karyawan yang sesuai dengan standard perusahaan.

### PT Catur Mitra Sejati Sentosa

08/2022 - 05/2023

HR Representative1. Recruitment :

- Processing end to end recruitment, fullfiling employees in accordance with the MPP and the required qualifications.
- Establish relationships with external parties related to field of labor provision.

2. Training & Development :

- Carry out and coordinate the implementation of training.

- Monitor the appearance, attitude, and standard of service in store.
- Conduct employee development in accordance with their potential.

### 3. HR Operation :

- Carry out personal activities and HR information systems to ensure optimal support for the smooth operation of the company.
- Carry out employee engagement activities to run in accordance with the agenda.
- Establish cooperation with external parties related to industrial relations.
- Implemented remuneration practices and procedures to ensure remuneration packages set by competitive companies, in line with industry practices, in accordance with the financial capabilities of the company and fair internally.

### 4. General Affair :

- Make sure that all work facilities at store are clean and tidy.
- Responsible for maintain and distribute office supplies and other work tools.
- Report if any office facility been broken or damage to technician (Projector, Air Conditioning, Toilet, etc).
- Supervise housekeeping activities and housekeeping staff.

## **PT Lulu Group Retail Indonesia**

06/2016 - 07/2022

HRGA Supervisor

1. Support and maintain organizational goals and culture.
2. Initiate employee engagement programs.
3. Designs, reviews, maintain and disseminate policies and procedures in human resource functions, ensures compliance with Laws, Business Objectives and overall HR Strategies.
4. Processing and control end to end recruitment
5. Defines and administers all Human Resources training programs (both in-house and external) including training needs assessment, new employee orientation or onboarding and the measurement of training impact to ensure the program effectiveness and efficiency.
6. Manage administration staff for controlling employee administration and GA Administration
7. Review employee appraisal every month and renew employee contracts.
8. Calculate All Payroll for all level.
9. Participates and reviews the development and implementation of standard positions classification and salary structure to ensure competitive remuneration package.
10. Design and support for Employee KPI.

## **PT Tozy Sentosa**

05/2011 - 02/2016

HR Supervisor

Tanggung Jawab:

Mengelola proses rekrutmen dan seleksi karyawan

Mengembangkan dan mengimplementasikan kebijakan HR

Memantau kepatuhan terhadap peraturan perusahaan  
Menangani permasalahan SDM dan memberikan solusi yang efektif  
Mengawasi administrasi personalia, termasuk absensi, cuti, dan penggajian  
Mengelola HRIS, BPJS, Compensation and benefit dan insurance karyawan  
Menyediakan pelatihan dan pengembangan untuk karyawan  
Melakukan penilaian kinerja dan mengembangkan rencana pengembangan karier.  
Memastikan ketersediaan dan kelengkapan dokumen dokumen yang di perlukan perusahaan.  
Melakukan pendataan dan inventaris perusahaan.  
Mengelola dan mengontrol kebersihan, keindahan dan keamanan gedung kantor.  
Melakukan koordinasi dengan pihak ketiga dalam menyediakan pelayanan terkait kebersihan (cleaning service).

## Education

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**Ekonomi Manajemen Pemasaran**  
Universitas Gunadarma

09/2005 - 04/2009

## Reference

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### Arizona

Regional Manager HR · PT Catur Mitra Sejati Sentosa

Tel: +62 817-0830-959

### Jhonn Silaban

Asst Manager HR · PT Lulu Group Retail Indonesia

Tel: +62 812-9315-8202

### Bosih

Manager HR · PT Catur Mitra Sejati Sentosa

Tel: +62 878-8785-7776

## Skill

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**HR Recruitment & Hiring Candidate**



**HR Compensation Benefit & Payroll**



**HRIS ( Proint, Talenta, SAP )**



**People Development ( KPI, PA, Assesment )**



**Industrial Relation**



**General Affair**



## Interest

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HR Generalist  
HR Specialist  
HR Compensation Benefit  
HRGA  
HRBP

## Activities

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- Sertifikasi Webinar Human Capital dari PT Wahana Insan Prima.
- Sertifikasi Webinar HSE dari PT Wahana Insan Prima