

KHOLILATUS SAADAH

Kholilatussaadah864@gmail.com
0881036160222

Malang, East Java
linkedin.com/in/kholilatus-saadah

I am a graduate of the State Polytechnic of Malang majoring in Telecommunication Engineering who has an interest in the world of Human Resources Development, and is able to contribute to work with a high enthusiasm for learning. Enjoy working in a team and have good communication skills.

PENDIDIKAN (EDUCATION)

SMKN 11 MALANG | Rekayasa Perangkat Lunak
POLITEKNIK NEGERI MALANG | Teknik Elektro

Juli 2014 – Juni 2017
Agustus 2017 – Agustus 2020

PENGALAMAN (EXPERIENCE)

Internship BLC Telkom Klaten

Januari 2016 – April 2016

- create website HTML, CSS, Javascript, Blogger, My SQL Database.
- practice disassembling the laptop

Internship Lanud Abdurachman Saleh

Juli 2019

- learn about air navigation tools
- make company report
- communicate with employees

Work Experience

Rumah Sakit Khusus Bedah Hasta Husada - Staff Human Resource Development September 2021

- Carry out the employee recruitment process, to meet workforce needs, in accordance with the "Employee Recruitment Procedure".
- Looking for employee candidates, sorting and selecting application letters, and conducting psychological tests to find prospective candidates who match user requests, through databases, online advertising media, print advertising media, and job fairs.
- Schedule employee candidates to take part in the selection process using email, telephone or other notification media.
- Coordinate with users for the selection process at the next stage, by calling and interviewing users
- Monitor and strengthen employee competency, so that each employee has the competency expected by the company, by creating training courses to increase competency
- All employee development, training and development programs in the company, to improve employee competency, are in accordance with the 'Training Program' that has been prepared
- Coordinate with internal trainers regarding the training schedule that has been determined so that training can run effectively according to the schedule that has been determined.
- Arrange training materials according to employee development needs
- Review and pivot employee development programs
- Manage agreements between the company and workers in accordance with applicable company regulations
- employee salary payroll
- Register for BPJS Kesehatan dan BPJS Ketenagakerjaan
- Calculate employee salaries and create employee pay slips
- Report salary calculation reports to superiors so that salary payments can be made in the correct amount and on time
- Create employee employment contracts and renew the validity period of employment contracts

Non-Formal Education

Bimbingan Website Landing Page High Conversion

- Learn how to create a website from scratch
- Learn Copywriting to attract readers
- Learn the right design for a website

Workshop Public Speaking

- Basics of Public Speaking
 - Learn how to practice public speaking
 - Tips in public speaking
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KEMAMPUAN (TOP SKILLS)

- Website HTML, CSS, Javascript, Blogger, My SQL Database.
 - Fiber Optic
 - Microsoft Office
 - Microsoft Excel (SUM,IF,AVERAGE,MAX,MIN,COUNT,VLOOKUP,HLOOKUP,ROUND,UPPER,LOWER)
 - Autocad
 - Teamwork
 - Responsible
 - Good communication
 - Payroll
 - KPI (Key Performance Indicator)
 - Rekrutmen
 - Komunikasi
 - Multitasking
 - Manajemen Kinerja
 - Menguasai Software HR
 - Empati
 - Problem Solving
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LAIN-LAIN (OTHERS)

Languages : English, Bahasa Indonesia

Certificates :

- internship award certificate BLC Telkom Klaten
- internship award certificate Lanud Abdurachman Saleh
- Certificate of Competency in Programmable logic controller (PLC)
- Certificate of Profesional Talent Acquisition (Recruitment)
- Certificate It Start With Youth
- Certificate Project - Based Virtual Intern : Digital Marketing - Life Vitae x Rakamin Academy
- Certificate Teknik penyesuaian Upah & Upah Sundulan