

Jakarta, November 28th 2023

To: **HR Department**

Dear sir/madam,

I really interested in job position that your company offered as HR Manager . At this perfect occasion, I would like to apply for the position offered with my background in Human Resources in retail, Distribution and Ecommerce Company that really matched with your company, adaptation it’s not a matter. Joining big companies like yours giving a bright future and experience for me.

For your preliminary consideration, I am an open minded, quick and fast learner, highly motivated, well organized, hard work and discipline person. As a Talent Acquisition Manager, I always Hijack candidate form Supervisor until Vice President position on my linkedin and also I have many channel candidate as a reference. Working in team also one of my positive manner. Challenges can never limit my works as I was able to work under pressure.

I graduated from LABORA school of management majoring in Management Human Resources.

I enclose my curriculum vitae, which will give details of my qualification.

I hope you will consider my applications favorably and grant me an opportunity of an interview where I can give u more information about myself. I promise you that I shall do my best to satisfy your reputable company in every respect. It is my pleasure to work in your company.

Thank you for your kind attention and consideration on these applications. I am looking forward to hearing good news from you.

Sincerely yours,

Endang Wijaya

**Curriculum Vitae**

**ENDANG WIJAYA**

Name : Endang Wijaya

Age : 38 Years old

Place/date of birth : Jakarta, Nopember 25th 1983

Sex : Male

Religion : Moslem

Nationality : Indonesia

Marital status : Single

Adress I : Perumahan Griya Setu Permai Bekasi Jawa Barat

Adress II : Jl. Maja Ujung Tanjung Priuk North Jakarta

Phone : 0882-2388-8433, 081319173860

Email Address : endangstevensonwijaya@gmail.com

Educational Backgrounds

1. Elementary school

Name : SD Negeri Rawa badak 10 pagi

Location : Jakarta

Time of graduation : 1994

1. Secondary school

Name : SLTP Negeri 151

Location : Jakarta

Time of graduation : 1997

1. Higher secondary school

Name : SMK Negeri 36 Jakarta

Location : Jakarta

Time of graduation : 2000

1. Diploma

Name : IBII (sekarang Kwik kwian gie business school)

Location : Jakarta

Time of Graduation : 2005

1. Diploma : Java Hospitality School

Location : Purwakarta

Time of Graduation : 2016

1. University

Name : Labora school of management

Faculty : Economy

Major : Management of Human Resources

Time of graduation : 2012

**Work Experiences**

Lastest :

1. PT. Acmic Elektronik Indonesia

Ecommerce, Retail and Distribution (B2B) Company

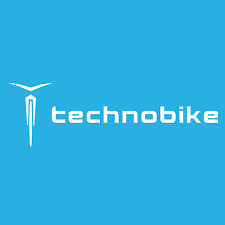
Time of permissory working : Mei 2022 untill January 2023

Division : HRD & GA

Title : HRD & GA Manager

Job Description :

1. Recruitment and Selection
2. Organization Development
3. Internal and Eksternal Relations
4. Employee Engagement Activities
5. Payroll
6. People Development
7. Employee Exit Process
8. Policy and Prosedure



1. PT. Organik Sehat Alami ([www.sesa.id]("  "http://www.sesa.id))

Ecommerce, Distribution (B2B) and Retail Company

Time of permissory working : April 2018 untill January 23rd 2022

Division : HRD

Last Title : HR Manager

Busines to Customers : SESA Healthy Food Store (Offline Store), www.sesa.id (Online Store)

Business to Business : Handle 25 brands import product such as dr bronner, kuvings, nutribullet, greenpan, aromatica skincare, hair wonder, numi tea, vivani chocolate, NOW multivitamin, ETC

This product selling to modern market, tradisional market and marketplace

Job Description :

1. Recruitment and Selection Process :

* 1. Analize, Plan, Manage Recruitment Programsand the hiring process to ensure that HR Service provide meet the needs of company business
  2. Take lead in talent acquisition activities including sourcing and selections, new comers on boarding and integrations, University Partnership, Hiject candidate form linkedin and also manage job posting in jobstreet and Linkedin Recruitment
  3. Manage for man power planning in store operations, warehouse, head office, Agriculture, Farming and Manufacturing
  4. Manage progress weekly and monthly achievement of recruitment process for all level position from staff until General Manager position such asOperation Department, Merchandising Department, Finance & Accounting Dpeartment, Regulatory and import Department, Sales and Marketing Department, Marketpalce and Ecommerce Department.
  5. Hunting employee by friend recommendation
  6. Create job advertising for posting in linkedin, jobstreet , collague or in social media
  7. Create and making decision for psychology tools that will use in recruitment process (MBTI)
  8. Doing initial interview and user interview
  9. Create interview schedule for user interview
  10. Offering salary for candidate who has pass all recruitment tess and making decision for salary all level
  11. Placement
  12. Support onboarding to new hires to provide an understanding of the culture and their role in the company, explain organization structure

2. People Development

a. Create Induction Modul Training

b. Scheduling for Training schedule new join employee

c. Collaboration with sales department for creating sales training

d. Scheduling for sales training for sales new join and existing sales for improvement product

knowledge and selling skill (Internal training-in class)

e. External training for employee needs (seminar)

3. Employee Engagement Activities

a. Holding Birthday Party Event for every employee with simple thing in office

b. Holding Company Birthday in Office every year

c. Holding Religious Event every year such as Christmas and breaking fast together every

year.

d. Design for Healthy insurance for managerial levels

4. Internal and External Relations

a. Be the first point of contact for various employee matters, including career development

discussion, succession planning, capability needs, policy-process-procedure related

queries on rewards.

b. Key Person for eksternal relations such as DISNAKER (Labor Law), BPJS Kesehatan dan

BPJS Ketenagakerjaan

5. Compensation and Benefit

a. Ensure stable day to day operations to provide supervision of payroll process, payroll

reports

b.Recommend the adjustment of salary range based on market price in the country

6. Employee Exit Process

a. Ensuring employee exit process is comply to company regulations and labor law

b. Manage to do the exit interview for all employees



4)Name of Company : PT. Miniso Lifestyle Trading Indonesia (Miniso Store)

Time of permissory working : January 2017 sd until April 2018

Division : HRD & GA

Title : HRD Recruitment Manager

Responsability :

Handle recruitment for :

* + - * 1. Head Office
        2. Store Operations all indonesia
        3. Warehouse in Karawang

Miniso indonesia has been estabilished in indonesia since february 2017 and now has already having store more than 45 store all around indonesia and has warehouse in Karawang with land area more than 6.000 m2. in 2017 miniso will have target for opening 200 store in indonesia, in 2018 will opening 500 store and in 2019 will opening for 700 store. Every month the target will be opening more than 16 store for this year.

I was working there since they have only 4 employee until they have more than 2.000 employee, from they don’t have office and from they don’t have a store.

Job Description :

1.Recruitment and Selection Process :

a.Manage for man power planning for company needs in store operations, warehouse and head office

b.Design and Choosing psychology tools for selection process

c. Take Lead in talent acquitition activities including sourcing and selection, new comers on boarding

and integration, employer branding initiatives, university partnertship for **mandarin skill** needs

d.Create hiring strategy for all candidate in store operations all around Indonesia

e. Create an ideal talent acquisition strategy for the company

f. Doing business trip for recruitment in other city and helping recruitment staff for recruitment process beside Jabodetabek. Every month will doing business trip minimum three city

g.Check all the transportation transaction if recruitment staff doing business trip

2. Employee Engagement Activities

a. Holding Birthday Party Event for every employee with simple thing in office

b. Holding Company Birthday event in pullman hotel central park, west Jakarta in 2018 and also as a MC

c. Holding Religious Event every year such as Christmas and breaking fast together every year

d. Holding event employee gathering (2 times for one year)

c. Holding rewards program for the best employee every month for all department

3. Internal and External Relations

a.Be the first point of contact for various employee matters, including career development

discussion, succession planning, capability needs, policy-process-procedure related queries on rewards.

b.Key Person for eksternal relations such as DISNAKER (Labor Law), BPJS Kesehatan dan BPJS Ketenagakerjaan

4. Budget Management

a. Responsible for budgeting HR Business Trip

b. Responsible for Budgeting salary all employees and for all levels

c. Responsible for recruitment budgeting

5. Employee Exit Process

a. Ensuring employee exit process is comply to company regulations and labor law

b. Manage to do the exit interview for all employees

6. Policy and Procedures

a. Plan and Develop systems and procedures to improve the operating quality and efficiency of the

department.

b. Responsible and make review employee in recruitment team

c. Ensure effective recruitment administration in accordance with company policies and procedures

Achiement :

* Best Dedication award
* Finalist Best Employee Award
* 4 Time as the Best Employee of the month in HR & GA Departement
* Opening 100 store on target fullfilment employee



5).Name of Company : PT. Lintas Tenggara Sejahtera (Brand Andrew Shoes)

Time of permissory working : June 2015 Januari 2017

Division : HRD & GA

Title : HRD & GA Manager

Job Description :

1. People Development

a. Create Induction Modul Training

b. Scheduling for Training schedule new join employee

c. Collaboration with sales department (Store Operations) for creating sales training

d. Scheduling for sales training for sales new join and existing sales for improvement product

knowledge and selling skill (Internal training-in class)

e. External training for employee needs (seminar)

2. Recruitment and Selection Process

a. Analize, Plan, Manage Recruitment Program and the hiring process to ensure that HR Service provide meet the needs of company business

b.Take lead in talent acquisition activities including sourcing and selections, new comers on boarding and integrations, University Partnership, Hiject candidate form linkedin and also manage job posting in jobstreet and Linkedin Recruitment

c.Doing Recruitment process for all level position : SPG/SPB, Assistant/Store Head,Area Head, Finance & Accounting Supervisor, Accounting Staff, Administration Staff, Marketing & Promotion Manager, IT Staff, Accounting & Tax Manager.

d.make offers to candidates salary received by the company and negotiate salary

3. General Affair

a. Reimbursement budgeting for driver such as gasoline, parking and toll

b. Order Purchase equipment needs every month

c. perform routine service of office operational vehicles

d. Controlling of staff jobs such as Office Boy, Driver , Maintenance

4. Policy and Procedures

a. Plan and Develop systems and procedures to improve the operating quality and efficiency

of the department

b. Responsible and make review employee in recruitment team

c. Ensure effective recruitment administration in accordance with company policies and

process

5. Employee Exit Process

a. Ensuring employee exit process is comply to company regulations and labor law

b. Manage to do the exit interview for all employees

6. Internal and External Relations

a. Be the first point of contact for various employee matters, including career development

discussion, succession planning, capability needs, policy-process-procedure related

queries on rewards.

b. Key Person for eksternal relations such as DISNAKER (Labor Law), BPJS Kesehatan dan

BPJS Ketenagakerjaa



6) Name of Company : PT. Kahar Duta Sarana

Time of permissory working : March 2014 until June 2015

Division : HRD

Title : HRD Manager

Job Description :

1. People Development

a. Controlling all training activities for all department (Internal Training)

b. Controlling Training budget (internal and eksternal) yearly for all Department

c. Prepare all training activities (Place, meals, tools and all training needs)

d. Finding training event eksternal for employee needs (Seminar)

b. Scheduling for Training internal event in office

2. Recruitment and Selection Process

a.Analize, Plan, Manage Recruitment Program and the hiring process to ensure that HR Service provide meet the needs of company business

b.Take lead in talent acquisition activities including sourcing and selections, new comers on boarding and integrations, University Partnership, Hiject candidate form linkedin and also manage job posting in jobstreet and Linkedin Recruitment

c.Make offers to candidates salary received by the company and negotiate salary

4. Employee Exit Process

a. Ensuring employee exit process is comply to company regulations and labor law

b. Manage to do the exit interview for all employees

5. Policy and Procedures

a. Plan and Develop systems and procedures to improve the operating quality and efficiency

of the department.

b. Controlling all KPI all employee and collect the KPI Result every 3 months

6. Employee Engagement Activities

a. Holding Company Birthday Event as a PIC and MC

b. Holding Nasional Meeting Event as a PIC and coordinator event



7) Name of company : PT Coogee Indonesia (This is April)

Time of promissory working : September 1st 2012 untill February 15th 2014

Division : HRD

Title : HRD Manager

Job Description :

Human Resources :

1. People Development

a. Create Induction Modul Training

b. Scheduling for Training schedule new join employee

c. Collaboration with sales department (Store Operations) for creating sales training

d. Scheduling for sales training for sales new join and existing sales for improvement product

knowledge and selling skill (Internal training-in class)

e. External training for employee needs (seminar)

2. Recruitment and Selection Process

* 1. Analize, Plan, Manage Recruitment Program and the hiring process to ensure that HR Service provide meet the needs of company business
  2. Take lead in talent acquisition activities including sourcing and selections, new comers on boarding and integrations, University Partnership, Hiject candidate form linkedin and also manage job posting in jobstreet and Linkedin Recruitment
  3. Doing Recruitment process for all level position : SPG/SPB, Assistant/Store Head,Area Head, Finance & Accounting Supervisor, Accounting Staff, Administration Staff, Marketing & Promotion Manager, IT Staff, Accounting & Tax Manager.
  4. make offers to candidates salary received by the company and negotiate salary

3. Budget Management

a. Responsible for budgeting HR Business Trip

b. Responsible for Budgeting salary all employees and for all levels

c. Responsible for recruitment budgeting

4. Employee Exit Process

a. Ensuring employee exit process is comply to company regulations and labor law

b. Manage to do the exit interview for all employees

5. Policy and Procedures

a. Plan and Develop systems and procedures to improve the operating quality and efficiency

of the department.

b. Responsible and make review employee in recruitment team

c. Ensure effective recruitment administration in accordance with company policies and

procedures

6. Employee Engagement Activities

a. Holding Company Birthday Event as a PIC and MC

b. Holding Employee Gathering Event in Bandung for 2 days



8) Name of company : PT. Internusa Keramik Alamasri, tbk (essenza keramik)

Time of promissory working : July 2009 untill August 31st 2012

Division : HRD

Title : HR Specialist People Development

Job Description :

**People Development jobs**

1. Recruitment :

- Doing Recruitment for Coorporate.

* + Receive Request New Employee Form from each Department.
  + Create advertisement matery based on company needs from every postitions.

Example : Accounting Supervisor, Finance Staff/Spv, Management Trainee program for Factory and Sales Department, HRD Manager, Administration Staff, GA Staff, IT Programmer Supervisor, IT Support Staff, Purchasing Manager For Factory, Merchandiser Manager.

* + Posting Job Advertisement in pay media (Karir.com, Jobstreet.com, Jobsdb.com).
  + Posting Job Advertisement In free media (Jobloker.com, duniakarir.com, olx.co.id, karirpad.com, jobid.com, lokerpedia.com)
  + Posting Job Advertisement in Campus Jakarta Area, Surabaya, Jogjakarta, Semarang, Bandung, Medan for **Management Trainee Positions and doing partnership**

**Jakarta Area** : Universitas Pelita Harapan, Unika Atma Jaya Jakarta & Universitas Atma Jaya Jogjakarta, London School Of Public Relations, YAI, Universitas Al-Azhar Indonesia, Universitas Paramadina, Universitas YARSI, Universitas Multi Media Nusantara, Universitas Budi Luhur, Universitas Mercu Buana, Universitas Bunda Mulia

**Bogor Area** : Institute Pertanian Bogor, Universitas Pakuan

**Bandung Area** : Universitas Kristen Maranatha, Universitas Katolik Parahyangan, Universitas Padjajaran, Institut Teknologi Nasional.

**Semarang Area** : Universitas Kristen Soegijopranoto, Universitas Semarang, Universitas Dian Nuswantoro, Universitas Diponegoro, Universitas AKI, Universitas Negeri Semarang, Universitas Wahid Hasyim.

**Jogjakarta Area** : Universitas Kristen Duta Wacana, Universitas Atma Jaya Jogjakarta, Universitas Gadjah Mada, Universitas Satya Wacana Salatiga , Universitas Negeri Yogyakarta, Universitas UPN Yogyakarta, Universitas Muhammadiyah Yogyakarta.

**Surabaya Area** : Universitas Kristen PETRA Surabaya.

* + Make an interview schedule after Screening CV for every position.
  + Call candidate for initial interview, doing psikotes, make an interview schedule for user until placement that candidate.
  + Handle and Organized for Job Fair, Campus Hiring in Central Java (Semarang, Salatiga, Yogyakarta) and Jakarta.
  + Make an interview schedule after Screening CV .
  + Report to GM HR for interview process weekly and monthly.

1. Training :
   * Design training modul for Sales Department.
   * Make a training schedule.
   * Delivery training.
   * Report training evaluation to GM HRD
   * Organized for training activity by schedule from each Department.
   * Coordination with trainer to training schedule (User).
   * Coaching employee every week on field in sales department / operation department
2. Engagement Employee Activities
   * Manage budget for yearly event meeting HR & GA
   * Holding yearly meeting event as a PIC
   * Holding yearly event in Puncak, Bogor as a PIC employee gathering
   * Birthday Party for every employee



9)Name of company : PT. Indomarco Prismatama

Time of promissory working : August 2003 untill June 2009

Division : Operations

Title : Store Manager

Sinceraly yours,

**Endang Wijaya**