

# CURRICULUM VITAE



Hi,  
My Name : Stefanus Hendriatno  
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## **Education Background**

Bachelor degree, Maranatha Christian University at Bandung,  
Majoring Psychology

## **Training-Sertification**

Assessment Center Assessor Certification, PPM, 2017  
Certified Behavior Consultant, Power Character, 2015  
Train For Trainer, Triputra & Luthan, 2010  
Human Resources Development Program, Triputra, 2009

## **Work Experiences**

2013 – 2017 **PT. Indosurance Broker Utama**

Insurance Broker Company, members of salim group

Last Position as **Human Resource Manager**

Handle 75 employee, responsible to:

- Manage and organize annual Human Resource Program and budget
- Manage and oversees recruitment activities
- Manage BPJS Kesehatan and BPJS Ketenagakerjaan
- Develop and supervise effective training system
- Manage Industrial relation
- Contribute data absence, overtime, and allowance to payroll
- Manage and supervise all internal company activities, such as Year end, Outbound and Outing.
- Provide report and proposal to Management

Other achievement :

- Develop Koperasi
- Organize CSR
- Develop Internal Buletin
- Made performance appraisal for award
- Build GCG for company in regulation
- Help Company to redesign Vision and Mission

### **Other Work Experiences**

2012 – 2013 **PT. Lintas Samudera Borneo Line**

Shipping Company, members of Puninar group, subsidiary of Triputra Group

Last Position as **Human Resource Officer**

2012, **PT. Wirajaya Packindo**

Pulp and Paper, Tangerang

Last Position as **Recruitment and Training Section Head**

2009-2011, **PT. Daya Adicipta Wisesa, Manado**

Main Dealer Honda Motorcycle and sparepart at Sulut, Gorontalo, Malut, members of Daya Group, subsidiary of Triputra Group

Last Position as **Human Resource Section Head**

2007-2009, **PT. Jayamandiri Gemasejati**

Dealer Yamaha Motorcycle at Jabar

Last Position as **HR & GA Staff**

2005-2007, **PT. Daya Adicipta Mustika**

Main Dealer Honda Motorcycle and sparepart at Jawa Barat, subsidiary of Triputra Group

Last Position as **Recruiter**

### **Key Competencies**

Analytical thinking, Problem Solving, Planning and organizing, Communication, team work.

Recruitment Management, People Development, Employment, Organizational Development, Performance Management, Assesor, Industrial Relationship

### **Key Value**

Integrity, Responsible and Serve