

Bina Swita Manalu

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Objective

A highly organized and hard-working individual looking for a responsible position HR & GA Officer at PT Rigspek Perkasa to gain practical professional experience and networking where my skills are valued and can be utilized to produce outstanding results while I continue to learn and develop to further my career potential. An ambitious, hungry to learn and work independently on multiple tasks with a driver-attitude and initiative-taking to reach out to team members and others.



Education

PSYCHOLOGY | 2016 - 2021 | UNIVERSITAS SUMATERA UTARA

Bachelor of Psychology with a GPA of 3.45

SOCIAL | 2013 - 2016 | SMAN 1 BATAM

Work Experiences

1. JUN–NOW 2023: HR VIRTUAL ASSISTANT FREELANCE AT TEKNOVO INDUSTRI DIGITAL

- Help employees with their administrative queries
- Organize communication via emails and phone calls
- Provide customer service as first point of contact
- Organize meetings, travels and accommodations
- Manage contact lists and organize managers' calendars
- Performing background checks and administering screening tests
- Communicating with employees about benefits, as well as obtaining and recording proper documentation, supporting end-to-end recruitment, and assisting new hires with onboarding
- Sending job specifications and job contracts
- Employee relations, reporting on general HR activities, and coordinating employee services or professional development and involved in performance evaluations.

2. DEC 2022 – AUG 2023 : ACCOUNT RECEIVABLE AT CENTRAL GROUP BATAM

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data
- Facilitate payment of invoices due by sending bill reminders and contacting customers
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

3. AUG – NOV 2022 : CUSTOMER SERVICES ADMIN INTERNSHIP AT CENTRAL GROUP BATAM

- Completed and performed other duties as assigned by management within the scope of job responsibilities and company policies & procedures and also communicates any problems or issues to management for resolution
- Performed office service activities, such as provision of office administration services in accordance with applicable regulations to support the smooth operation of the company
- Collaborated with colleagues on the improvement of administrative systems, produced professional reports, collected and analyzed data from customers and also met as well interacts with customers
- Received and processed confidential documents
- Created and maintained a database of customer information, including contact details, order history and preferences for future reference.
- Organizing documents and paperwork also maintained records of all transactions in an Excel spreadsheet for easy access by the management team

Course, Training, Workshop Experiences

1. Workshop Behavioral Event Interview (BEI)
Aula Fak Psikologi - 14th Dec 2019
2. Intermediate Excel Training for Professional Employees & Jobseekers
Online – 27th May 2022
3. Basic Concept of Human Resources and Payroll Processing
Online – 23rd May 2022
4. Comprehensive HR Administration
Online – 27th June 2022
5. Key Performance Indicator (KPI) 101: Konsep, Studi Kasus dan Expert's Tips
Online – 28th May 2022
6. Sourcing Strategy : Tahap Fundamental dalam Proses Rekrutmen dan Seleksi Karyawan
Online – 28th May 2022
7. Talenta, Advanced Payroll Automation & HR Solution
Online – 28th May 2022
8. E-Dabu BPJS Kesehatan: Panduan Lengkap dan Simulasi
Online - 29th June 2022
9. Human Resources Staff Preparation Class Training by Quantum Talent
Online - May 29th and June 1st 2022
10. Talent Management Class by HRD Program Center
Online – 4th June 2022
11. Training Basic Skills HRD
Beverly Hotel Batam – 1st and 2nd Oct 2022

Hard skills

- Proficient in Microsoft Office Application
- Strong English proficiency (verbal and written)
- Good knowledge of Human Resources Area (Training, MCU, Leave, Overtime, etc)
- Good knowledge about General Affair
- Excellent Written
- Familiarity with the recruitment process, psychology tools, BEI and training
- Good data organized skills
- Proficient typing and editing skills
- Digital Editing
- Administration skills
- File-ing system
- Hands-on experience with Microsoft Office (Word, Excel, Powerpoint, Spreadsheets etc)
- IBM Statistics

Soft skills

- Public speaking
- Interpersonal skills
- Friendly, positive and enthusiastic approach to work
- Can work effectively in a team as well as individually
- Proficient typing and editing skills
- Excellent communication and interpersonal skills with the ability to develop PowerPoint presentations and facilitate discussions
- Attention to detail
- Outgoing and brave personality
- Flexibility and adaptability to change