



MUHAMMAD HARITS

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Jakarta Utara, Daerah Khusus Ibukota Jakarta 14130, Indonesia

I am a recent graduate with a bachelor's degree in management, specializing in human resources management. I have experience working as Compensation & Benefit Staff and Logistic Administrator. my career goal is to focus on human resources management, particularly in talent development and recruitment to fulfill organizational needs.

WORK EXPERIENCE

PT.Pioneerindo Gourmet International Tbk - Jl. Palmerah Utara
No.100 1, RT.1/RW.7, Palmerah, Kec. Palmerah, Kota Jakarta Barat, Daerah Khusus Ibukota Jakarta 11480

Feb 2024 - Dec 2024

Compensation & Benefit Staff - HR & GA dept.

- Record attendance, overtime and calculate salaries for 500 - 800 monthly active casual daily employees
- Perform payroll processing, including issuance of pay slips and reconcile with HRIS
- Prepare work certificates, BPJS 10% document, and KPR application letters
- Input cost analyst data
- Entry monthly incentives
- Input 40 - 250 new employees data and manage the employee mutation process with HRIS every month
- Manage and complete documents and administrative requirements for employee BPJS Work Accidents
- Participating in HRD assistance activities such as walk-in interviews, helping to organized blood donations and break fasting together
- Development of a budget for the needs of human resources
- Specify the violation on the corporate citation

PT.Permata Maju Abadi - JL PANGKALPINANG JI. Komp. KBN
Blok No.3/47 BLOK C, Marunda, Kec. Cilincing, Jkt Utara, Daerah Khusus Ibukota Jakarta 14120

Jun 2021 - Sep 2021

Admin Logistic - Operational dept.

- Monitoring CLP documents for export & import of goods trucks
- Receive PEB documents (Export notification of goods)
- Sending documents for Bea & Cukai
- Create reports and recapitulation PEB documents
- Involved in document issues submitted by clients with checking the problems
- Check and deliver invoice documents to finance division

EDUCATION

Insitut Bisnis & Multimedia ASMI

Aug 2018 - Sep 2022

Bachelor of Human Resources Management, 3.59/4.00

SMAN 73 Jakarta

Dec 2015 - Aug 2018

Senior High School, Science, 81.00/100.00

ORGANIZATION EXPERIENCE

Kolintang Club - Insitut Bisnis & Multimedia ASMI

Feb 2019 - Apr 2019

An organization that was formed a few months before the annual IBM ASMI campus festival, this club was founded with the aim of preserving traditional Kolintang music and enlivening the festival.

- Providing socialization as well as introducing kolintang to the younger generation
- Preserving national culture originating from North Sulawesi
- Participate in enlivening annual events and campus cultural festivals
- Introduce traditional music to the general public

SKILLS

- **Hard Skills:** HR Management (Organization Development, Payroll, Recruitment); Finance Management (Petty Cash); HRIS Payroll Tools (SIAPP);Administrative Tools (MS. Power Point, MS. Word, MS. Excel, Google Suits); Google Tools (Google Docs, Spreadsheets, Google Drive, Gmail); Design and Editing Application (Canva, Photoshop, Kine Master, Capcut, Alight Motion)
- **Soft Skills:** Employment Law, Coordinating, Public Speaking, Creativity, Teamwork, Time Management, Strategic Thinking
- **Language:** Bahasa Indonesia (Native); English (Proficient)