

Prudence Putri

Jakarta | [linkedin.com/in/prudenceenrolla/](https://www.linkedin.com/in/prudenceenrolla/)

SUMMARY

Psychology graduate with hands-on experience in HR Operations and people management across corporate and community environments. Experienced in recruitment and onboarding, employee administration, performance management, contract administration, employee relations, HR reporting, SOP development, and workforce coordination within a 100+ employee multi-location company. Strong in employee data management, stakeholder coordination, and structured HR administration.

WORK EXPERIENCE

PT. SUDI JAYA GLOBALINDO

Jakarta

HUMAN RESOURCES INTERN | HR Operations

May 2025 - November 2025

- Supported **end-to-end recruitment and onboarding** processes across multiple business units, including job posting, candidate sourcing, resume screening, interview coordination, and hiring administration.
- Maintained and validated **employee records, attendance, leave administration, employment contracts, and payroll-related data** for **100+ employees** across multiple branches.
- Coordinated **employee performance evaluation processes** with department heads across multiple locations and facilitated performance feedback discussions between management and employees.
- Developed and monitored **weekly and monthly KPI tracking** reports to support employee performance evaluation, identify performance gaps, and facilitate structured follow-up.
- Supported **employee relations** activities by facilitating communication between employees and management and assisting with **workplace issue resolution**.
- Facilitated **contract review discussions** between employees and management to support clarity and alignment regarding employment terms and performance expectations.
- Drafted and updated **Standard Operating Procedures (SOPs)** and **internal policies** to improve workflow consistency, operational clarity, and compliance.
- Prepared **HR reports, employee performance summaries, and workforce data** to support management evaluation and decision-making.
- Coordinated with **department heads, internal teams, vendors, and operational stakeholders** to support HR administration and daily office operations.

HER SOUL PROJECT

Jakarta

VOLUNTEER | MEMBER & VOLUNTEER MANAGEMENT

May 2026 - Present

- Support **volunteer lifecycle management**, including recruitment, registration, onboarding, attendance tracking, engagement, and ongoing participant coordination.
- Maintain **volunteer and member databases** to ensure accurate records and effective workforce administration.
- Assist with **workforce planning, volunteer placement, and role assignment** for community outreach and social impact programs.
- Facilitate communication between **volunteers, members, organizing teams, and external stakeholders** to improve engagement and participation.
- Coordinate **volunteer briefings and operational preparation** to support smooth program and event execution.
- Collaborate with **cross-functional teams** in planning and **implementing community initiatives**, including social contribution and outreach programs.

EDUCATION

Persada Indonesia University YAI

Jakarta

Bachelor of Science in Psychology | GPA 3.76 out of 4.00

September 2020 - August 2025

Relevant Focus:

Industrial & Organizational Psychology • Human Resource Management • Organizational Intervention • Social Psychology

ADDITIONAL EXPERIENCE & PROJECTS

E-COMMERCE OPERATIONS & ADMINISTRATIVE SUPPORT

Project-based

Laboratory & Analytical Equipment

August 2026 - Present

- Managed end-to-end product listing for 400+ laboratory and analytical equipment items, including product image sourcing, editing, export preparation, marketplace listing, and product description input.
- Extracted and organized product specifications, product details, and supporting information to maintain accurate and consistent marketplace listings.
- Cleaned, structured, and maintained product, order, and transaction data using Microsoft Excel to support operational tracking and administrative reporting.
- Prepared Excel-based customer purchase and transaction recaps covering February–July 2026, including order verification and sales data organization.
- Managed and reconciled marketplace transaction records totaling Rp363+ million, including individual orders of up to approximately Rp19 million.
- Supported ongoing e-commerce and marketplace administration across product content, customer orders, sales records, transaction tracking, and data management.

ELECTION POLLING STATION COMMITTEE (KPPS)

North Jakarta

2024 Presidential & 2025 Governor Elections

- Coordinated 6+ team members and supported end-to-end operational execution during large-scale, time-sensitive election activities.
- Ensured compliance with standardized procedures and operational guidelines to minimize process errors and maintain execution accuracy.
- Managed real-time workflow adjustments and stakeholder communication in a high-pressure operational environment.

ECO GREEN PRODUCT & DEVELOPMENT COURSE - Atma Jaya Catholic University of Indonesia

Micro Credentials for Indonesia Students

August 2021 - September 2021

- Conducted feasibility and regulatory analysis to evaluate business sustainability and compliance requirements.
- Performed cost comparison and workflow evaluation to identify operational improvement opportunities.
- Prepared analytical reports and data-driven insights to support project feasibility and decision-making.

CORE HR COMPETENCIES

Recruitment & Selection • Candidate Sourcing & Screening • Onboarding • Employee Relations • Performance Management • KPI Monitoring • HR Administration • Contract Administration • Employee Database Management • Attendance & Leave Administration • HR Reporting • Workforce Coordination • SOP & Policy Development • Employment Compliance Fundamentals • Basic BPJS Kesehatan & Ketenagakerjaan Knowledge

TECHNICAL SKILLS

Microsoft Excel • Microsoft Word • Microsoft PowerPoint • Google Sheets • Google Docs • HR Data Tracking & Reporting • Data Validation & Analysis

CERTIFICATION

Human Resources Bootcamp - harisenin.com

Bootcamp Kilat

16 - 17 September 2024

Recruitment & Selection • Performance Management • KPI Monitoring • Training & Development • Compensation & Benefits • HR Compliance • Employment Regulations • Employee Relations

LANGUAGES

- Bahasa Indonesia : Native
- Javanese: Conversational
- English: TOEFL Prediction (ITP Format): **553** / 677