

# SHOFIATUL FA'IDAH

## Human Resource Development

Jawa Timur | 087766720846 | [shofiatulfaidah@gmail.com](mailto:shofiatulfaidah@gmail.com)

### SUMMARY

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Management graduate with a strong interest in Administration and Human Resources, completed degree in 3.5 years. Experienced in HR Administration, Payroll, Customer Service, and Office Admin. Certified in Excel Specialist, HR Talent Acquisition, HR Generalist, and Payroll Administration. Proficient in Microsoft Office (Excel, Word, PowerPoint) and Google Workspace. A fast learner with excellent communication skills, capable of working effectively in both team and independent remote environments.

### WORK EXPERIENCE

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#### Carla Design

*Remote Administration (May 2025 – October 2025)*

- Managed monthly teacher payroll including trial sessions, new hires, resignations, level-up, leave management, and attendance tracking.
- Monitored and verified syllabus reference images for teaching materials.
- Handled new customer inquiries and managed daily teacher administration.
- Reported daily updates to the Teaching Administrative Staff group and managed data via Google Sheets.

#### Private Tutor

*Academic and Quran Tutor (March 2020 – October 2025)*

- Delivered effective learning programs with broad subject knowledge and tailored lesson plans.
- Communicated clearly and effectively with both students and parents.
- Successfully elevated student performance and grades by 45% through optimization of the learning system.

#### BBJ

*HRD Staff (August 2024 – October 2024)*

- Administered BPJS Kesehatan and BPJS Ketenagakerjaan registrations and data updates for employees.
- Managed attendance records and extracted data from fingerprint machines.
- Conducted recruitment processes: CV screening, interviewing, and coordinating psychological tests and Medical Check-Ups (MCU).
- Handled office correspondence, including Employment Contracts (PKWT), Internal Memos, and employee status updates.
- Supervised facility maintenance and office asset repairs (AC, vehicles, generators).

#### PT Antar Global Prospero

*Office Admin - Daily Worker (May 2023)*

- Recapped travel document data using Microsoft Excel and Google Sheets.
- Prepared funding requests and invoices.
- Organized and maintained travel document archives (surat jalan).

#### Ayyubi Store

*Customer Service & Cashier Admin (February 2020 – April 2023)*

- Processed daily cash and non-cash transactions with high accuracy.
- Recapped and recorded transaction data.
- Handled customer complaints and provided product promotions.

#### Dinas Pemberdayaan Masyarakat dan Desa

*Administrative Staff - Internship (January 2019 – March 2019)*

- Managed data processing, including employee attendance input.
- Organized and archived financial budget planning documents.
- Performed data entry for District Village information.

## TRAINING EXPERIENCE

### PT Ebiz Karisma Internasional (KarirNex) Batch 6 – Online

*Ms. Excel Specialist (February 2026) – Score: 90*

- Introduction to Excel, Data Cells & Ranges, Worksheets & Workbooks, Tables & Data Tables
- Formulas & Functions (Average, Sum, Count, Counta, Sumifs, Averageifs, Countifs, etc.)
- Managing Charts, Data Validation, Pivot Tables, and Basic Macro VBA

### Talent Hub ID (Talent Class Batch 21) – Online

*HR and Talent Acquisition Essentials (November - December 2025)*

- Intro to HR, Job Analysis, Recruitment Channels
- Selection & Interview, Employer Branding
- Onboarding basics, HR Metrics

### PT Wadah Pengembangan Tenaga Kerja (Talenesia) – Online

*Basic HR Admin: Managing Salary and Benefit Payments (June 2025)*

- Compensation & Benefits (Salary, allowances, work facilities, BPJS insurance) and case studies
- BPJS (Health & Employment) and calculation training
- Overtime compensation and integrated case studies
- Payroll basics and mini-portfolio on salary payments

### PT MSDM Indonesia Bisa – Online

*HR Generalist (November 2024)*

- HR Administration, Recruitment Process
- Indonesian Labor Law and Performance Management
- People Development, People Analytics

### YEC Yureka Edukasi Cipta – Online

*Super Admin (April 2023) – Score: 90*

- Basic financial transactions and sales data presentation using MS Excel
- Introductory Payroll Administration and basic Customer Service techniques

## EDUCATION

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**Universitas Trunojoyo Madura** | Bachelor of Management | (2016 – 2020)

GPA: 3.41/4.00

**SMA Al Karimi** | Natural Sciences (IPA) | (2013 – 2016)

Score: 91/100

## ACHIEVEMENTS

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- 2nd Rank in 10th Grade – SMA Al Karimi (2014)
- 1st Rank in 9th Grade – SMP Negeri 1 Dukun (2013)

## SKILLS

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- Hard Skill :Payroll Management, BPJS Administration, Microsoft Office Specialist (Excel Expert, Word, Powerpoint), Google Workspace (Spreadsheet, Docs), Recruitment & Selection
- Soft Skill :Detail-Oriented, Time Management, Remote Collaboration, Effective Communication
- Languages: Indonesian (Native), English (Basic)



CS Dipindai dengan CamScanner



CS Dipindai dengan CamScanner



# Sertifikat Apresiasi

No. 04455/B-1/KBT.EXCEL.G/KRX/II/2026

Sertifikat ini diberikan kepada

**Shofiatul Fa'idah**

dengan level keahlian  
**Intermediate**

Dalam program **Intensive Bootcamp 2 Weeks - Microsoft Excel** yang diselenggarakan oleh  
**Karirnex by PT Ebiz Karisma Internasional. "Jago Excel Dalam 2 Minggu"**

Bandung, 10, 12, 14, 16 Februari 2026

**Online Meeting Zoom**

Penanggungjawab

**Nugroho Hardiyanto, S.E., M.Si., CPM (Asia)**  
Direktur PT. Ebiz Karisma Internasional



## Materi Pelatihan (Training Materials):

No	Kompetensi Competency	Waktu Duration	Mini Project Mini Project
1	Pengenalan Excel <i>Introduction To Excel</i>	1 Jam 1 Hour	5 Jam 5 Hour
2	Data cells & Range <i>Data Cells &amp; Ranges</i>	1 Jam 1 Hour	Total JP Total JP
3	Worksheet & Workbooks <i>Worksheets &amp; Workbooks</i>	1 Jam 1 Hour	
4	Tabel dan Table Data <i>Tables And Table Data</i>	1 Jam 1 Hour	15 Jam 15 Hour
5	Formula & Function (AVERAGE, MAX, SUM, COUNT, COUNTA, COUNTBLANK, IF, etc) <i>Formulas &amp; Functions (AVERAGE, MAX, SUM, COUNT, COUNTA, COUNTBLANK, IF, etc)</i>	1,5 Jam 1.5 Hour	
6	Mengatur Charts <i>Managing Charts</i>	1,5 Jam 1.5 Hour	
7	Data Validation, Pivot Table <i>Data Validation, Pivot Tables</i>	1,5 Jam 1.5 Hour	
8	Basic Macro VBA <i>Basic VBA Macros</i>	1,5 Jam 1.5 Hour	
Total		10 Jam 10 Hour	



PASKER ID  
Pusat Pasar Kerja



# SERTIFIKAT

Nomor: B-1/2410/PK.00/XII/2025



DIBERIKAN KEPADA :

## SHOFIATUL FAIDAH

DINYATAKAN LULUS

Talent Class Batch 21 kelas **HR and Talent Acquisition Essentials** tanggal 26 November - 11 Desember 2025 yang diselenggarakan oleh Program Talenthub, Pusat Pasar Kerja Kementerian Ketenagakerjaan RI

Plt Kepala Pusat Pasar Kerja



Surya Lukita Warman, B.Eng., M.Sc.  
NIP 19760905 200012 1 001



PASKER ID  
Pusat Pasar Kerja



## HR AND TALENT ACQUISITION ESSENTIALS



Nama Peserta:

## SHOFIATUL FAIDAH

**MATERI:**

1. Intro to HR
2. Job Analysis
3. Recruitment Channels
4. Selection & Interview
5. Employer Branding
6. Onboarding Basics
7. HR Metrics
8. Presentasi Project

MENTOR

Amelia Putri Dessita



# Sertifikat Kepesertaan

Diberikan Kepada  
**Shofiatul Fa'idah**

Atas kesuksesannya menyelesaikan kelas  
**Pelatihan Dasar Admin HR: Mengelola Pembayaran Gaji dan  
Tunjangan Karyawan dengan Cepat dan Minim Error**

PT. WADAH PENGEMBANGAN TENAGA KERJA  
16 Jun 2025

PT/6903db/10062025/0106



# CERTIFICATE

No : MSDM/HRG-08/XI-2024/221

dengan ini PT MSDM Indonesia Bisa merekomendasikan :

**Shofiatul Fa'idah**

Telah siap menjadi **HR Generalist**.

Yang bersangkutan selesai mengikuti e-training **Kelas Siap Jadi HR Generalist - Batch 08**, pada tanggal 3, 9 & 10 November 2024 dengan materi kompetensi:

- Introduction : HR Management
- HR Administration
- Recruitment Process
- Labor Law in Indonesia
- Performance Management
- People Development
- People Analytic

Serta yang bersangkutan telah menyelesaikan tugas portofolio.

**P. T. MSDM  
INDONESIA BISA**  
**Himawan Pramudita**  
CEO PT. MSDM Indonesia Bisa



# SERTIFIKAT PENYELESAIAN

Diberikan Kepada :

## Shofiatul Fa'Idah

Atas kehadirannya dalam program Super Admin Starter Pack  
pada 3 - 7 April 2023

Chief Executive Officer  
PT Yureka Edukasi Cipta



**M. Animna Husna**