






EFIKA NUNJI AULIYA


COVER LETTER

Pahlawan Street Km. 1,6 West Karang Asem,
Citeureup, Regional Bogor, West Java 16810

 Purbalingga, February 4th 1992

 +6285-229-281-343

 efikanunjiauliya@gmail.com

 linkedin.com/in/efika-nunji-auliya-3320a399

Attention to:

Sir/Madam Hiring Manager
Human Resource Department
PT. GOLDEN AGIN NUSA

Jl. Alternative Tarikolot - Sukahati,
Kp. Babakan RT 003/RW 005,
Tarikolot, Citeureup, Regional
Bogor, West Java 16810.

Dear Sir/Madam Hiring Manager,

Having known about job vacancy as advertised on www.id.jobsdb.com, 10 October 2018, thru this letter, I am enthusiast to apply the available position as Human Resource staff at PT. Golden Agin Nusa, Citeureup.

Bachelor's degree of law with focused in Civil law and Islamic business as my background, also my former experience as a Human Resource staff has supported me to actively contribute in developing HR management system for my future company. I strongly believe with a good HR management system and continuously developed will increase the quality performance of human resource itself and company productivity.

Please review the enclosed resume and consider my application. I would appreciate the opportunity to come to meet with you and look forward to exchanging ideas on interview session at company. Thank you for your kind and consideration.

Citeureup, 12 October 2018

Sincerely,


Efika Nunji Auliya, S.H.I.





EFIKA NUNJI AULIYA


CURRICULUM VITAE

Pahlawan Street Km. 1,6 West Karang Asem,
Citeureup, Regional Bogor, West Java 16810

 Purbalingga, February 04th 1992

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WORK EXPERIENCE

PT. OZ GUITAR LABORATORY

Staff Adm. Quality Control | Industry: Musical Instrument Mfg. - Bogor
June 2015 – September 2018

Key Responsibility:

- Collect and analyze inspection report from QC inspector with using QC tools
- Submit monthly mismatch product report (Laporan Ketidaksesuaian Produk)
- Perform planning needs of working tools and measurement tools (Caliper, Feeler gauge, etc.)
- Assist in creating SOP / work instructions accordance with the company's standard
- Contribute in developing quality management system as PIC administration process
- Cooperate with other departments related to customer claim and complain
- Perform any other task required by Head of Quality Control Department

PT. KANNAI KANAKA PERSADA

Staff HR and Legal | Industry: Wastewater Treatment Plant Mfg. – Bogor
January 2014 – April 2015

Key Responsibility:

- Cooperate with user and Head of HR Department to perform recruitment process (screening applicant, Interview schedule, offer letter and renewal contract database)
- Conduct WLK report (wajib lapor ketenagakerjaan), register of PKWT and register of BPJS
- Legal writing and evaluate contract (provide correction if any mistakes such as ambiguity or typographical) and other legal document to support business activities and customer needs
- Ensure that the operations of the company comply with regulations and government officials (such as Dinas Kesehatan, BLH, BPOM, BBTKLPP, LPSE)
- Prepare document for tender/procurement such as Notary deed, SIUP, TDP, Domicile, etc.

CERTIFICATION

Integrated ISO 9001:2015 and ISO 45001:2018 Awareness

Robere & Associates (Indonesia)
Quality Health & Safety Management System
Universitas Indonesia - Depok
September 2018

Integrated ISO 9001:2015 and ISO 14001:2015 Awareness

PT. Mutiara Mutu Katiga
Quality & Environment Management System
Universitas Indonesia - Depok
September 2016

EDUCATION

2009 – 2013 BACHELOR OF LAWS

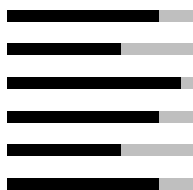
UIN Sunan Kalijaga Yogyakarta
Shari'ah and Law Faculty (FSH)
Major: Civil Law & Islamic Business (Mu'amalat)
GPA: 3,6 out of scale 4,00

2006 – 2009 MA SUNAN PANDANARAN

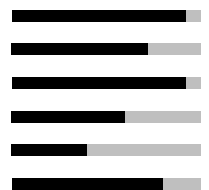
High School Degree (SMA/MA)
Major: Social Science
Yogyakarta

EXPERTISE

Legal contract & review
Legal administration
HR management
Employment law
Corporate law
Translation



Ms. Word
Ms. Excel & Access
Internet & mailing
Adobe Photoshop
CorelDraw
English language





Certificate of Attendance

Presented to

Efika Nunji Auliya

Certification is awarded on successful completion of a training
on the following subject:

**Integrated ISO 9001:2015 & ISO 45001:2018
Quality Health and Safety Management System**

on 8th September 2018

Jakarta, 8th September 2018

Paul James Robere, Ph.D.
President

learning, consulting & research

**ROBERE &
ASSOCIATES**

since 1991

Registration Number : 2018/UI/022



 **CQI** |  **IRCA**
APPROVED TRAINING PARTNER



PT. MUTIARA MUTU KATIGA
TRAINING & CONSULTING PROVIDER

CERTIFICATE

NO. T-1657/2016



THIS CERTIFIES THAT

Efika Nunji Auliya

Has successfully completed training of
ISO 14001:2015 Awareness
Held in Depok on September 25, 2016

Bogi Setyo S.
INSTRUCTOR

B. Mutiara Sofi
TRAINING MANAGER



PT. MUTIARA MUTU KATIGA
TRAINING & CONSULTING PROVIDER

CERTIFICATE

NO. T-1624/2016



THIS CERTIFIES THAT

Efika Nunji Auliya

Has successfully completed training of
ISO 9001:2015 Awareness
Held in Depok on September 25, 2016

Bogi Setyo S.
INSTRUCTOR

B. Mutiara Sofi
TRAINING MANAGER