




## CURRICULUM VITAE



### PROFILE

 Deni Okta Rinaldy  
 0821.1012.9030  
 Deni.oktarinaldi06@gmail.com

### EDUCATION

High School Graduated of Multimedia  
SMK Negeri 5 Tangerang | 2010

### QUALIFICATION

- Computer Literate of Microsoft Office Packages, including Excel, Word, Power Point and Outlook.
- Adept at using internet search engines for research purposes.
- Good reputation as competent, knowledgeable, responsibility, productive and helpful.

### EXPERIENCE

#### PT Drose Konsultasi Indonesia September 2017 – Present

##### Senior IT and Business Consultant

###### Job description:

- Understanding a client's business needs
- Implementing a technological solution to meet business needs.
- Providing advice on technology best practices.
- Training staff to use the new IT system.
- Monitoring the success of IT solutions.
- Producing detailed reports on the efficacy of the technology.
- Planning a timeline for completion of projects.
- Diagnosing IT system problems, inefficiencies, and weaknesses.
- Analyzing a company's IT system and infrastructure.

#### PT Sunindo Pratama Jakarta October 2016 – August 2017

##### HR Generalist Staff

###### Job description:

- Creating a Recruitment plan and calendar according to operation and sales projections
- Maintaining physical and digital files for employees and their documents, benefits and attendance records.
- Collaborating with outside vendors, upper management and employees to maintain CSR standards conscripted by authorities
- Evaluating employee performance and appraising their pay scale accordingly
- Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances

#### PT Fresh Grow International October 2014 – October 2016

##### HRD Staff

###### Job Description:

- Recruiting, training and developing staff
- Organizing staff training sessions and activities
- Employee contract management
- Pensions and benefit administration
- Monitoring staff performance and attendance

#### PT Armorindo Artha - July 2011 – October 2014

##### HRD Staff

###### Job Description:

- Recruiting, training and developing staff
- Organizing staff training sessions and activities
- Employee contract management
- Pensions and benefit administration
- Monitoring staff performance and attendance