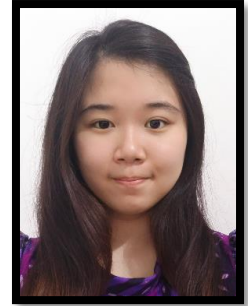


Personal Data

Name : Vina Sanjoyo
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(can move according to the workplace)
- Jl. Hasanudin No. 60, Semarang, Indonesia (KTP)
Telephone : +62 821 3396 8850 (WA)
E-Mail Address : sanjoyovina@gmail.com



Experience

Aug 2023 – present

Founder and Tutor of Talkprime English Course (Online & On-site) Talkprime English, Semarang, Indonesia

- My job entails **developing the company** and **teaching tens of students** ranging from undergraduates to workers at manager-level in various industries.
- The tasks include such activities:
 - Helping a **Head of Sales in an oilfield company** prepare a **presentation in Abu Dhabi**.
 - Aiding a **manager** in a **prestigious Japanese automotive company** **communicate better with the expatriates**.
 - Enhancing the **pronunciation, speaking skill, confidence, and public speaking skill** of **various telecommunication workers in major companies** in Indonesia.
 - Helping undergraduates with their **school tasks and projects**, as well as **advancing their daily conversation skill**.
 - **Designing** banners, flyers, Instagram posts, Tiktok posts, and various other **marketing strategies** to **increase customer engagement** and **boost sales**.
 - **Budgeting** (arranging the **income** and **expense** of the company every month).

Nov 2022 – Jul 2023

Head of HR (WT Division) & English Admin of PT COSL INDO PT China Oilfield Services Limited (COSL) INDO, Jakarta, Indonesia

- My job entails singlehandedly executing **± 250 employees** and **numerous vendor agents** through keen prioritization & time-management.
- The tasks are as the following:
 - Manage **end-to-end employee hiring processes** from **searching, recruiting, selecting, interviewing, and enlisting** new candidates as well as processing the resignation /termination of old employees.
 - Processing **expatriate employee documents** (RPTKA, IMTA, ITAS, SKJ, BPJS, STM, SKTT, Business VISA, work VISA, etc.).
 - **Constructing new HR & administration guidelines from scratch** as well as **improving the old ones** for efficiency purposes.
 - **Presenting** and socializing **guideline updates** in **weekly online** and **offline meetings**.
 - **Managed travel processes for ± 200 crews**, totaling to **± 300 monthly hotel, flight, & train requests** within 30 minutes – 2 hours of turnaround time depending

on the travel agent and hotel /flight /train availability in the remote locations or peak seasons. All of which, require **constant monitoring and follow-ups due to urgent changes** or schedules.

- Arranging employee's **contracts & trainings** (HUET, BOSIET, BSS, explosive shooting & handling for mining purposes, fire-fighting, first-aid, English, etc.)
- Reporting the **timesheet of all ± 250 employees** on top of processing all kinds of **request forms** (leave, overtime, transport allowance, business trip, training, etc.)
- Processing various kinds of **reimbursements** (mining site standard safety glasses, uniforms, truck driving licenses, etc.)
- Occasionally, assisting the accounting department to **check various invoices related to manpower** (salary, transport, antigen and PCR test, etc.) in which **amount varies from Rp 200,000 – more than 1 billion rupiahs** (for manpower invoices).
- In charge of the **office stationery and ID cards**, doing **follow-ups to vendors** and finance, compiling, checking, and **inputting invoice & contract data to the system for the HQ in China**, etc.
- The job demands that I am **on standby and ready to be contacted** at any time and day, including the weekends & holidays as required by the crews travelling to and from the sites.

Jan 2022 – Mar 2022

Marketing Team, Editor (Internship)

Casa Java Furniture, Semarang District, Central Java, Indonesia

Boosted company sales by building a professional website that **displays more than 400 products** as well as a **professional PPT** for the company's profile and portfolio to be **used in exhibitions and promotions**, reaching **clients in Europe (70%), Asia (20%)**, as well as **America and Brazil (10%)**.

Dec 2018 – Jan 2019

Swimming Coach (Part-Time Job)

Tricakti Semesta (TCS) Semarang Swimming Club, Semarang, Indonesia

- My job entails coaching students from the age of 4 – 10 years old.
- The tasks include **teaching swimming techniques**, **paying attention to the kids' safety**, **consulting** the children's **progress to their parents**, and many more.

Education

Sep 2019 – Aug 2022

Bachelor of Management in International Business (Honours)

Xiamen University Malaysia; Sepang, Selangor, Malaysia

Jul 2016 – Jun 2019

High School Diploma

Terang Bangsa Senior High School; Semarang, Indonesia

Jan 2015 – Jun 2016

Junior High School Diploma

Terang Bangsa Junior High School; Semarang, Indonesia

Jul 2013 – Dec 2014

Junior High School Education

Tri Tunggal Junior High School; Semarang, Indonesia

Awards and Grants

2019 – 2022	100% University Scholarship for 3 Years (Beginning until The End) GPA: 3.6
2019	1st Place or Highest Score of Senior High School Biology National Exam (UN) Score: 97.5/100 Terang Bangsa Senior High School
2008 – 2019	1th Rank, 2nd Rank (All Multiple-Times) at School (Always in Top 3) From Elementary School until Senior High School
Aug 2016	6th Place in Province-Level Team English Debate Competition Representative of Terang Bangsa Junior High School
2016	1st Place or Highest GPA of Junior High School National Exam (UN) in Semarang & 3rd Place in Central Java Province Score (NEM): 3.915/4.00 Terang Bangsa Senior High School
May 2011 – Mar 2013	1st Place, 2nd Place, and 3rd Place (All Multiple-Times) in Several City-Level Swimming Championships

Engagements

Aug 2016 – Jul 2019	Senior High School English Debate Team Member Representative of Terang Bangsa Senior High School
Jan 2012 – Mar 2013	Chinese Calligraphy Community in Gang Besen, Semarang Member
May 2011 – Mar 2013	Tricakti Semesta (TCS) Semarang Swimming Club Member, athlete
Jan 2011 – Mar 2011	Taekwondoo Club in Tanahmas, Semarang Member, athlete
2008 – 2009	Sidodadi Judo Club Member, athlete

Other Trainings

English	IELTS Average Score: 7.5/9.0 → Reading: 9/9
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Languages

Bahasa Indonesia	Mother tongue
English	Bilingual fluency
Javanese	Good
Malay	Good
Japanese	Very Basic
Chinese	Very Basic

Skills

- Presentation
- Business Analysis
- Writing
- Data Processing (MS Word, MS Excel)
- Picture Editing (PicsArt, Photogrid)
- Video Editing (Adobe Premiere Pro CC)
- Website Design (Wix)
- Presentation or Poster Design (MS Power Point, Canva, Slidesgo)