Full Name : Pesta

Place/Date of Birth : Jakarta/April, 8th 1984

Sex : Male

Marital Status : Single

Religion : Christian

Nationality : Indonesian

Address : Perumahan Jati Unggul blok B 9 no 13

 Bekasi Utara

Mobile Phone : 082295183580 / 082169408289

Email : pesta.chandra@gmail.com

**FORMAL Education**

* 2002 – 2008 : Bachelor Degree from University of Jayabaya major

 International Relations, GPA 2.91 Graduated

* 1999 – 2002 : SMU N 89 East Jakarta Graduated
* 1996 – 1999 : SLTP N 234 East Jakarta Graduated
* 1990 – 1996 : SD N 10 pagi East Jakarta Graduated

**INFORMAL EDUCATION**

* April 10 – 11, 2014 Training & Development Management Certificate

By: Spectra Centre Program

* May 14 – 15th 2013 Basic Human Resource Management Certificate

By: HRD Forum Jakarta

* March, 9th 2008 Office Application Certificate

 By: LPIA Education Center

* March, 9th 2001 Microsoft Office Certificate

By: Compile Education Centre

**WORKING EXPERIENCES**

May 2015 – Now : EF English First Summarecon Mall Bekasi

 As : English Teacher

RESPONSIBILITIES:

* Prepare daily lesson plan
* Teaching English in High Flyers, Trailblazers, Frontrunner, and Bussines English classes
* Do Admnistration task like online Odinplus, report, etc.
* Arrange the Individual Development Program report due to student’s future goal.

August 2013 – July 2014 : PT. EPCOS INDONESIA

 As : Training Officer

RESPONSIBILITIES:

* Coordinate all needed external and internal training for Operations Training Centre Department
* Create scheduling of training courses considering all operational topics
* Assist in analyzing existing know-how level and perform comparative studies between the departments
* Update training matrix considering basic knowledge’s and advanced levels
* Coordinate the needed internal and/or external trainings
* Implements cross-functional trainings at the plants
* Coordinate with external training organizations to widen the scope of trainings and proficiency
* Evaluate training program effectiveness and efficiency

June 2012 – Dec 2012 : EF English First Batam

 As : English Teacher

RESPONSIBILITIES:

* Teaching at teens, young adult, and adult classes
* Reporting about their progress in learning
* Making lesson plan
* Motivate students to achieve their goal in taking course

March 2011 – Sep 2012 : PT. Tomoe Valve Batam

 As : HR & GA Officer

RESPONSIBILITIES:

* Manage to recruit & interview new employee as per request.
* Manage to prepare the new employee’s needs.
* Update employee’s personal data & training matrix
* Manage to make schedule of weekly training schedule
* Filling and controlling training’s document.
* Deliver Induction training

**COMPETENCY & LANGUAGE ABILITY**

* Communication and interpersonal
* Basic HR Management
* Training Needs Analysis
* Training Management
* English Conversation

Yours Sincerely

Pesta Chandra