

# SHAFFAA RIHADATTA AISY

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I am Fresh Graduate of Psychology who has great interest in Human Resource Management, Recruitment Process, Training Process, Human Resource Development, and Mental Health. I have several experiences that support the success of the things I am interested in. I have experiences in the process of supervising divisions, providing divisional assessments, end to end recruitment processes, making SOPs, conducting candidate interviews, and making training need analysis. I like the challenge of supporting problem solving well by honing critical thinking and problem solving.

## Experiences

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### PT Integriya Dekorindo – Kemang.

July 2024 – August 2024

#### The retail furniture division on Integra Group.

##### *Freelance Recruiter*

- Conduct job posting (Pintarnya, Jobstreet, Indeed) / head hunting on LinkedIn, shortlist candidates, invite quick calls/HR interviews, sending psychology test, schedule user interviews and background checking for several positions]
- Performing data based updates. Carry out the Sales Project Position, GA Staff, Implementor, Product Development Intern.
- Coordinating with the team regarding the recruitment process

### PT Passion Abadi Korpora. - WFH/Remote

April 2024 – July 2024

#### Passion Abadi Korpora is a prominent manufacturer and retailer of exquisite diamond jewelry based in Indonesia.

##### *Talent Acquisition Internship*

- Carry out end to end recruitment process in a sales position [ job posting, shortlist candidates from (Google Form, Pintarnya, Indeed, Jobstreet express), reach out, inviting on HC Interview/walk in interview, sending psychology test, sending offering
- Involved walk in interviews with 50++ Sales candidates in Jakarta, Bandung, Medan, Surabaya [including roleplay and group interviews]
- Carrying out IQ, VAK, DISC scoring tests for new joiner candidates, and employee cadre formation
- Conducting on-site recruitment to several Malls by observing sales performance at several well-known brands, and providing business cards to offer the position of Jewelry Consultant, as well as mapping salaries and sales benefits at several brands
- Provide assistance in inputting KPIs to the company's ERP system
- Providing assistance to analyze competency dictionaries
- Assisting in making PKWT work contracts, confidentiality agreements, and employee integrity pacts

### PT Solusi Sinergi Digital. – Fatmawati

January 2024 – February 2024

#### PT Solusi Sinergi Digital Tbk (WIFI) , also known as Surge, is an Indonesian-based digital company that offers advertising services, digital products and services, also fibre-optic networks through its subsidiaries.

##### *Recruitment Internship*

- Carry out instructions and scoring on DISC, CFIT, Kraeplin test tools
- Screening CV (Jobstreet, Glints) and Managing Data Based
- Scheduling HR and User Interview
- Sending Skill Test and Sending Offering Letter for Intern

### PT Ivonesia Solusi Data. – Tebet.

August 2023 – December 2023

#### PT Ivonesia Solusi Data (Ivosights), an experienced information technology company, revealed their latest data analysis aimed at improving operational efficiency, product quality, and providing a unique user experience.

##### *Recruitment Internship*

- Processing end to end process recruitment; Accustomed to mass hiring in several recruitment projects, the largest has recruited 100 candidates in 2 weeks of team work and Participate in head hunting and mass hiring (using Jobstreet, LinkedIn, Glints) in outsourcing for the best candidates for positions requested by companies or clients
- Conduct Initial Screening and schedule calls also interview, also HR Interview and Manage calendar for all hiring teams and candidate, Communicate with candidates for the start to finish recruitment process, Managing data base

and interview report and last one Sending offering letters and offering discussions

### **PT Sambel Korek DNO. – WFH/Remote**

May 2023 – August 2023

Sambel Korek DNO is a growth stage startup that is engaged in FnB.

#### *HR Internship*

- Conduct end-to-end interview processes
- Arrange interview schedules
- Interview candidates for the business development division (Screening on Pintarnya)
- Arrange open recruitment flows
- Prepare recruitment process reports
- Create TNA
- Create SOPs
- Create HR development
- Conduct job posting via Telegram and Pintarnya

## **Volunteers**

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### **Develophilia - WFH/Remote**

Nov 2022 - April 2023

#### *Human Resources Staff Batch 2*

- Carrying out the recruitment process
- Screening CV
- Supervising divisions
- Providing reports on the results of divisional supervision
- Making TNA
- Conducting the training process

### **Dream Come True Indonesia - WFH/Remote**

Nov 2022 - Mei 2023

#### *Human Resource Batch 3*

- Supervise the division
- Assist the recruitment process
- CV screening
- Schedule weekly meetings
- Report the results of divisional supervision

## **Organizations**

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### **UHAMKA Menyala - South Jakarta**

Oct 2021 - Oct 2022

#### *General Secretary*

- Organized all the administration task

## **Education**

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### **Muhammadiyah University Prof. DR. HAMKA**

Jul 2020 - Jun 2024

#### *Bachelor Degree in, 3.57/4.00*

#### *Relevant Courses :*

- Human Resources/Talent Management (project : Training Needs Analysis at PT Sambal Korek DNO).
- Job Analysis (project : Job Analysis at Yayasan Salsabila).
- Assesment Centre
- Psychodiagnostics (Wechsler, IST, TIKI, TKS, PM, CFIT, Kraeplin, Pauli, DAM/DAP, DAT/BAUM, HTP, Wartegg, EPPS, PAPI KOSTICK, SSCT, DISC, etc).
- Counseling.

## **Skills & Other Experiences**

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- **Certificate:** Human Resource Management form UPSKILL
- **Projects** (2023): Speakers on Psikologi Mengajar.
- **Soft Skills:** Good Communication, Problem Solving, Decision Making, Critical Thinking, Leadership, Teamwork, Project Management.
- **Hard Skills:** Administrative (Creating Letter, Proposal, etc.); Operating Google Workspace (Google Docs, Google Spreadsheet, Google Form, etc.); Operating Microsoft Office (Ms. Word, Ms. Excel, Ms. Power Poin, Ms. Teams); Designing (Canva); Interviewing (BEI, CBI); Mass Hiring, Head Hunting, End-to end Recruitment Process, Counseling.