

RINA ELFIRA

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Tangerang, Indonesia

Highly motivated HR & Recruitment Specialist with nearly 5 years of experience in the field. Adept at successfully hiring for both technical and non-technical positions across various job levels. Excels in assessing candidates against specific criteria, conducting thorough interviews, and extending compelling job offers. Passionate about helping individuals find better opportunities and develop their professional careers. Holds a Bachelor's degree in Psychology and currently pursuing a Master's degree in Industrial & Organizational Psychology.

Work Experiences

Career Break / Self-Employed - Jakarta, Indonesia

Sep 2024 - Present

Freelance Counselor at BKKBN (Badan Kependudukan & Keluarga Berencana)

I was impacted by a company layoff and decided to use this time for personal and professional growth. Currently, I am working as a Freelance Counselor with a government institution (BKKBN, Jakarta) as part of my practical case study for my Praktek Kerja Profesi Psikolog (PKPP). This role allows me to apply my HR and psychology expertise to support individuals and contribute to their well-being. Currently, I am still #opentowork for a full-time job

PT. BitHealth Teknologi Pintar - Tangerang Selatan, Indonesia

Nov 2023 – Aug 2024

HR & Recruitment Specialist

BitHealth is a growing digital health professional services company with leading capabilities in digital health application, analytics, and process automation. We embrace the power of digital health to create value and change the face of healthcare for our clients and people.

- As Recruitment Specialist:
 - Take ownership of the recruitment life-cycle with a strong focus on direct sourcing (focused on middle to senior job level).
 - Communicate with hiring managers to get a clear understanding of their needs to ensure maximum successful output.
 - Plan interview and selection procedures, including screening calls, assessments, and in-person interviews.
 - Present shortlisted candidates with detailed profile summaries.
 - Perform job and task analysis and identify the right talent pools for search roles.
 - Facilitate smooth onboarding processes for new hires, including orientation sessions and integration into the company culture.
- As Project Management - BitHealth GradXpert Academy 2024:
 - Conduct mass hiring of fresh graduates from reputable universities for various IT positions.
 - Participate in job fairs to attract candidates.
 - Manage end-to-end recruitment processes, including screening, interviewing, offering, and onboarding.
 - Collaborate with vendors to design and provide training programs for the IT trainee program.
 - Ensure the smooth execution of the GradXpert Academy program by maintaining clear communication and coordination with all stakeholders.
 - Monitor project progress and make necessary adjustments to ensure alignment with planned timelines.
- AS HR:
 - Develop and implement employee recognition programs aimed at fostering a positive work culture and boosting employee morale.
 - Design creative and meaningful recognition initiatives tailored to individual and team achievements, aligned with company values and objectives.

PT. Avows Technologies - Jakarta, Indonesia

Nov 2021 - Nov 2023

Recruitment Specialist

Avows Technologies is a leader in IT services, providing comprehensive solutions globally. With a global presence spanning Malaysia, Indonesia, Singapore, India, and the USA, Avows continues to redefine excellence in the dynamic realm of IT. As being Recruitment Specialist my responsibilities included:

- Responsibilities:
 - Sourcing and attract candidates by using portal, database, social media, community or any platforms.
 - Conducted comprehensive phone screenings to evaluate candidate suitability and alignment with organizational requirements, ensuring a precise match with open positions.
 - Facilitated seamless coordination of interviews between prospective candidates and clients, demonstrating strong communication and organizational skills.
 - Maintaining relationship with candidates.
 - Provided insightful guidance and support to candidates, offering valuable advice and resources to navigate the recruitment journey effectively.
 - Delivered meticulous and well-documented reports to stakeholders, offering actionable insights and performance metrics for informed decision-making.
- Achievements:
 - Consistently surpassed monthly and quarterly targets for candidate acquisition, achieving a success rate exceeding 80% each month.

PT. People Intelligence Indonesia (Greatday HR) - Tangerang Selatan, Indonesia

Feb 2020 - Nov 2021

HR & Recruitment Staff

GreatDay HR is one stop solution Human Resource Information System. Equipped with comprehensive HR-centric features and high quality human support, GreatDay HR helps HR manage all aspects of employee lifecycle effortlessly.

- Responsible for overseeing the end-to-end recruitment process:
 - Crafting and publishing vacancy advertisements.
 - Managing CV selection procedures.
 - Conducting HR interviews for all shortlisted candidates.
 - Organizing user interviews and scheduling arrangements.
 - Overseeing the recruitment process and tracking results.
 - Generating recruitment reports and evaluating new hires.
 - Ensuring timely filling of vacancies with suitable candidates.
 - Collaborating with Headhunters/Outsourcing agencies to identify specialized candidates.
 - Working closely with stakeholders to establish On-Boarding Objectives for new employees.
 - Preparation of On-Boarding & Off-Boarding documentation.
 - Maintaining an updated employee database in the system.
 - Regularly updating weekly shift attendance records for all employees using Sunfish.
 - Assisting in various HR administrative tasks as needed.

PT. BSD Diamond Development (Sinar Mas Land) - Tangerang Selatan

Oct 2019 - Jan 2020

HRGA Staff (Internship)

Sinar Mas Land is the largest and most diversified property developer in Indonesia. The company is known for its rich experience of more than 50 years in the field of property development.

- Supported the HRGA team in managing and documenting employee leave, overtime, and operational vehicle allocations, gaining hands-on experience in administrative tasks crucial to workforce management.
- Played a key role in updating and organizing the employee database, honing skills in data management and ensuring the accuracy and confidentiality of personnel records.
- Took initiative in organizing and maintaining documentation for new hires, including CVs and certificates, contributing to efficient onboarding processes and enhancing organizational efficiency.
- Actively participated in various HRGA tasks, demonstrating flexibility and a willingness to learn while contributing to the team's objectives and gaining exposure to diverse aspects of HRGA operations.

Yayasan Praktek Psikolog Indonesia - Jakarta

Jun 2018 - Aug 2018

Tester & Scorer (Internship)

- Organized and conducted assesment for employee candidate
- Conducted psychological test and scoring for students
- Input database to Excel
- Arranged schedule for counselling or interview

Education Level

Universitas Tarumanagara - Jakarta, Indonesia

2022 - Present

Masters Degree in Industrial & Organizational Psychology

Universita Negeri Jakarta - Jakarta

2015 - 2019

Bachelor Degree in Psychology, 3.67/4.00

Organisational Experience

Tes Bakat Indonesia - Jakarta

Feb 2017 - Feb 2019

Liaison Officer & Associate Sales

Tes Bakat Indonesia is a team of psychologists and education practitioners dedicated to helping the Indonesian community by expanding minds, exploring potentials and interests to live life to the fullest.

- As Liaison Officer, direct and support team during the seminar & event
- As a sales associate, support sales team to achieve the sales target during the exhibition

UPT LBK UNJ - Jakarta

Feb 2018 - Nov 2019

Fasilitator

- As Fasilitator, lead & give training materials for new students at Universitas Negeri Jakarta

Skills, Achievements & Other Experience

- **Hard Skills:** Recruitment and Talent Acquisition, Job analysis, HR Policies and Procedures, Employee onboarding, offboarding, and orientation, Coaching, Counseling, Training Needs Analysis (TNA), Data analysis (Excel, SPSS) Reporting and presentation skills, Industrial & Organizational Psychology principles, Assesment Tools, Psychological Tools, Project management
- **Soft Skills:** Communication (written and verbal), Interpersonal skills, Negotiation skills, Adaptability, Problem-solving, Creativity, Time management, Flexibility, Teamwork, Leadership
- **Languages:** English & Indonesia
- **References:** References available upon request

