

KAVINDHI PRADANA FIRMANSYAH

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SUMMARY

Bachelor's degree in Psychology and has extensive experience in HR, particularly in recruitment. I managed mass hiring and full-cycle recruitment for operator, staff, and MT levels, along side with onboarding programs for new employees. Additionally, i had experience in Employer Branding, HRIS, administration (including contracts, job offers, and employee databases), and Industrial Relations, demonstrating a broad range of HR expertise. Adept as a videographer, video editor. Highly active and competent person and having strong interpersonal skills

EDUCATION

UNIVERSITAS AIRLANGGA

Bachelor of Psychology

2016 - 2022

- Staff of Public Relation and Media of Faculty Student Executive Board 2019
- Finalist of Short Movie Competition of Pekan Inovasi Psikologi Indonesia 2018
- 1st Winner of Short Movie Competition of Psioneer Fakultas Psikologi 2019
- Master of Ceremony on 3rd ICP-HESOS 2018
- Steering Committee of Student Orientation 2018
- Finalist of Short Movie Competition of Olimpiade Psikologi IV 2017
- Faculty of Psychology Ambassador Universitas Airlangga 2017
- Facilitator of Student Orientation 2017

EXPERIENCE

FL TECHNICS INDONESIA / PT. AVIA TECHNICS DIRGANTARA

CENKARENG, JAKARTA

HUMAN RESOURCES OFFICER - Project Contract

April 2024 -
September 2024

- Handle Mass Hiring Projects for Jakarta and Bali Office
- Arrange recruitment activities and prepare the recruitment progress reports.
- Conducted end-to-end recruitment and Managing On Boarding Program for new employee
- Prepare the administrative and operational work in the HR area, administer, update, and monitor all employees' personnel database.
- Monitor and evaluate the attendance check and working hours on a daily and weekly basis, including checking the daily work schedule and conducting the attendance correction in the **Sunfish/Greatday system**.
- Proceed, verify, and administer benefits programs and documents, including the insurance claim and reimbursement for all employees.
- Prepare and handle regular announcements related to employment and HR programs, including hands-on employee event arrangements.

PT EIGERINDO MULTI PRODUK INDUSTRI (EIGER)

SURABAYA AND BANDUNG

HUMAN CAPITAL BUSINESS PARTNER STAFF - Contract

July 2023 -
February 2024

- Partners with Branch Manager and Store Leader to monitoring and reviewing the operational management of Human Resource in each retail region throughout Indonesia
- Conduct interviews, assess candidates, administer psychological test DISC, Pauli, LAI
- Handle Mass hiring to fulfill store or new store MPP every week
- Engaged in IR (Industrial Relations) and Company Compliance on each Eiger Adventure Store throughout Indonesia
- Providing information for Employee man power planning and conducted end-to-end recruitment / selection
- Managing On Boarding Program for new employee / orientation program for new hires.
- Support and Provide Shared Service Operation for Retail HCBP Officer in each retail region throughout Indonesia
- Maintaining HRIS (**Sunfish by DataOn & GreatDay App**) for employee in, out, mutation, payroll, overtime, attendance, etc

PT. VETIGA HIMAI OPTIMA

FIELD OPERATIONAL STAFF - Freelance

March 2020
- September
2022

- Assisted the Ministry of Religious Affairs project on the EDM and e-RKAM Implementation Technical Guide project for the Core Team of East Java Province and MI ZONE 2 FASDA REFRESHMENT.
- Assisted the Ministry of Transportation, Director General of Civil Aviation, Aviation Authority Region III projects in Workshop, Consignment, Annual Meeting, Budget Meeting

71 PRODUCTION

VIDEOGRAPHY, VIDEO EDITING AND PHOTOGRAPHY - Owner

January 2018
- Present

- Create cinematic videos, edit videos and photography
- Create school profile, community profiles, safety induction, health protocol, tutorial, learning, integration zone and after movie videos
- Create and Edit kids education content video on Youtube Channel Airiena's Land

INDONESIAN PSYCHOLOGIST ASSOCIATION - EAST JAVA REGION

CUSTOMER SERVICE AND SECRETARIAT STAFF - Internship

February 2017 -
March 2018

- Assisting in the implementation of activities including SIPP (Psychological Practice Permit) certification, SSP (Psychologist Designation Certificate), Annual Member Meeting and Workshop
- Serving members overcoming various problems related to Member Registration, Membership Cards, SIPP, SSP and other problems
- Assist in preparing for the implementation of the Psychological Code of Ethics Session for Psychologists and Psychological Practitioners with problems

SKILL

TECHNICAL SKILL

- Microsoft Outlook
- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Adobe Premiere Pro
- Adobe After Effects
- Adobe Photoshop

SOFT SKILL

- Design Thinking
- Public Speaking
- Teamwork
- Leadership
- Videography
- Photography
- Graphic Design

HARD SKILL

- Recruitment
- HR Operational / Personnel Management
- Industrial Relations
- Interpersonal Communication
- Human Resources Information Systems (HRIS)

LANGUAGE

Indonesia : Native Speaker

English : **TOEFL ITP SCORE 543**

CEFR LEVEL :

B2 (Listening)

B1 (Written & Structure)

B2 (Reading)