



WAHYU AJI PRIADANA

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SUMMARY

Experienced as a Recruitment Specialist with a demonstrated history of working in the IT Consultant Services. Skilled in Interview, Screening Resumes, Sourcing, and Negotiation. Strong in positionings for Junior-Senior Level of experience for various role.

WORK EXPERIENCE

PT. Swapro International

RECRUITMENT STAFF

Mar 2024 – Jun 2024

- Conduct end to end recruitment process, and coordinate for active clients (sourcing from many job portals)
- Conduct interview with potential candidates (with phone call or walk in interview)
- Create flyers for active job vacancies
- Actively participate in job fair held in the Jabodetabek area
- Canvassing to several locations to get candidates
- Handle the assessment of psychological test results (CFIT, DISC, Psychometric)
- Create weekly and monthly recruitment reports

LOREN Tech Solutions

RECRUITMENT SPECIALIST

May 2023 – November 2023

- Source potential candidates from job platforms
- Maintaining potential candidates
- Do an initial short interview of the candidate via phone call/ googlemeet
- Coordinate with Business Development Team for user interview/ technical test session
- Make an employment agreement

PT. ADI ASIA GROUP – JAKARTA, INDONESIA

RECRUITMENT SPECIALIST

September 2022 – February 2023

- Source potential candidates from job platforms
- Identify and approach suitable candidates who are in accordance with clients request and offer needs & wants tech talent for our client
- Maintaining the data for tracking potential candidate (Talent Pipeline)
- Do an initial short interview of the candidates via phone call

- Coordinate with involved Business Development Team for user interview/technical test session
- Make an employment agreement
- Salary negotiation, tax calculating to get applicant's gross/nett monthly or daily amount
- Collecting candidate's timesheet

PT RNI (PERSERO)

PG RAJAWALI I KREBET BARU – MALANG JAWA TIMUR, INDONESIA

HUMAN RESOURCES DEVELOPMENT INTERN

September 2019 – October 2019

- Assisting the human resources (HR) division in carrying out general psychological tests and technical tests for each division in PG Rajawali I Kreet Baru Malang, which are routinely carried out at the end of each production period
- Helping the human resources (HR) division revise the questions that will be given in the implementation of psychological tests to adjust the questions according to the educational level of each division and employees

HERO PROPERTY NUSANTARA – MALANG JAWA TIMUR, INDONESIA

SALES EXECUTIVE

July 2019 – October 2019

- Work with the team in managing the strategy for selling houses that are already available in various housing areas in Malang City, East Java
- Successfully sold 1 housing unit in Malang City with teamwork in advertising through the Facebook social media marketplace

EDUCATION

MUHAMMADIYAH MALANG UNIVERSITY – MALANG, JAWA TIMUR, INDONESIA

BACHELOR OF PSYCHOLOGY

GPA: 2.97 /4.00

ADDITIONAL

TECHNICAL: Ms. Office (Word, Excel, Power Point), Google (Form, Gmail, Docs, Sheet)

LANGUAGES: Fluent in Indonesian, and Intermediete in English

CERTIFICATIONS & TRAINING: Certified Foreign Languages for Spesific Purpose (FLSP) by Universitas Muhammadiyah Malang

SKILL: Oriented to Detail, Communication, Team Work, Negotiation, Recruiting, BEI (Bahavioral Evet Interview), Star (Situation-Task-Action-Result), Phone Interview, Omnibus Law (Employeement), Screening Resumes, Time Management, Sourcing, Project Management