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📍 Bogor, West Java

SUMMARY

Dedicated and detail-oriented fresh graduate in psychology, enthusiastic about applying psychological insights to generate innovative ideas. I like to learn something new. Also, I can work both independently and collaboratively within a team.

EXPERIENCE

Recruitment Project

01/2024 - Present

PT Korea Tomorrow & Global TSPM

PT Korea Tomorrow & Global TSPM is company that leads manufacturing and distributor of tobacco products (ESSE brand & various local brands).

- Handling end to end recruitment process from Screening, HR Call, User Interview, Reference Check (reference the previous company and check their educational background), and Offering for all levels (Staff, Admin, Tech Position, Sales and Marketing and Supervisor Level).
- Screening around 25 CVs/day via Jobstreet, Linked In, and Google Form.
- Closing 20+ vacant positions.
- Managing day-to-day HR administrative tasks, such as making contracts PKWT & PKWTT for new joiner in Head Office and Area (around 10 contracts in a week) and responsible for new joiner's administration.
- Contribute in Talent Mapping Program as assessor to assess Supervisor Level (Business Case, Leaderless Group Discussion, and Behavioral Event Interview).
- Support walk-in interviews for opening new branches of KT&G TSPM : Branch Pringsewu, Branch Grobogan, and Branch Lubuklinggau

Recruitment Intern

10/2023 - 01/2024

- Handling end to end recruitment process from Screening, HR Call, User Interview, Reference Check (reference the previous company and check their educational background), and Offering at Head office and Area for Staff and Admin level.
- Screening around 20 CVs/day via Jobstreet, Linked In, and Google Form.
- Closing 15+ vacant positions.
- Managing day-to-day HR administrative tasks, such as making contracts PKWT for new joiner in Head Office and Area (around 10 contracts in a week) and responsible for new joiner's administration.
- Collaborate in the recruitment process of Management Trainee Batch 4 starting from screening, HR Interview, Focus Group Discussion, Psychological Test, Panel Presentation, until Offering.

Human Resources Analyst Intern

08/2022 - 12/2022

Dyandra Promosindo

Dyandra Promosindo is a leading professional exhibition organizer (PEO), part of the Kompas Gramedia Group, that hosts various prominent events in Indonesia, covering diverse industries such as automotive, technology, education, and more.

- Contribute in HR administration, such as making contracts for new employees & volunteers and managing the employee database.
- Assist in the recruitment process, by creating job postings, screening resumes via Kalibrr and Google Form , and interviewing candidates.
- Become the employee payroll administrator.

EDUCATION

Psychology

08/2019 - 08/2023

Universitas Pancasila - Bachelor's degree

Cumulative GPA: 3.97/4.00

ORGANIZATION

Secretary

Badan Perwakilan Mahasiswa (BPM) Fakultas Psikologi Universitas Pancasila

- Create 15+ proposals for the programs of BPM Fakultas Psikologi Universitas Pancasila.
- Supervise the performance of the secretary of the student senate.

02/2021 - 12/2021

Vice Chairman

Virtual Concert Paduan Suara Universitas Pancasila (PSUP)

- Manage and give some suggestions about the working conditions of 6 divisions with the chairman.
- Organize a virtual concert which involved 55 choir singers and has 2.5k views on YouTube.

08/2020 - 12/2020

SKILLS

Behavioral Event Interview Technique

Microsoft Office

Google Workspace

Canva

LANGUAGE

English