



# MUHAMMAD RHIZAL ALFARIZA

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South Tangerang, Indonesia

A passionate Graduated Management student from the Mercu Buana University who has 1 year experience in the field of human capital, especially in the process of recruitment and assessment, training and development, organization development, personnel and employee branding. Internationally Certified for Human Resource Management and has expertise in Public speaking, CV Screening, Interviewing, psychological testing, Operating Oracle HRIS, Operating job portals, labor archiving, managing company social media, operating app editing, work load analysis, job analysis, Microsoft Office and Google Workspace. Able to work independently or as part of a team. Highly organized, efficient, disciplined and detail oriented.

## Education Level

**Mercu Buana University – Jakarta**

Sep 2020 – Aug 2024

*Management, Faculty of Economics and Business (GPA: 3.69 / 4.00)*

**SMA Negeri 3 Kota Tangerang Selatan – South Tangerang**

2017 - 2020

*Social Science Student, Experience : Committee of Nepal Cup 14.*

## Professional Experiences

**PT Sumber Trijaya Lestari (Aksesmu by Alfa Group) – Alfa Tower, Tangerang**

Feb 2024 – June 2024

*Personalia and Recruitment Specialist Intern. (MSIB Kampus Merdeka Batch 6)*

### ➤ **Recruitment and Assessment :**

- Conducted end-to-recruitment process full-time/contract employees and interns to be placed in Head Office (Tangerang) and 5 Branch Office (Medan, Manado, Gorontalo, Cirebon and Garut)
- has succeeded in recruiting 36 people who joined as contract employees consisting of 13 new employees in the Medan area, 8 new employees in Manado, 7 new employees in Cirebon, 4 new employees in Garut and 3 new employees in Gorontalo.
- Coordinating Permintaan Tenaga Kerja (PTK) with users as seen from the company's manpower planning data.
- Carry out talent sourcing on various platforms such as LinkedIn, Instagram, Facebook, Deals, Glints, Kitalulus and Pintarnya.
- Create or edit job vacancy posters and also create captions that will be posted on company social media (Aksesmukarir).
- screening resumes on Google Spreadsheet and several job portal to shortlist 2 times the number of candidates needed.
- Conducting and scoring psychological tests, namely personal and company culture tests, CFIT (Culture Fair Intelligence Test), DISC personality test, MSDT (Management Style Diagnostic Test) and Technical user tests.
- Interviewing candidates in the HR interview stage who have passed the psychological test stage.
- Successfully delivered 261 candidates to the user interview stage.
- Become a facilitator in user interviews at both branches and head offices.
- Create an applicant number (AN) in the company's oracle or HRIS so that candidates can take tests in alfalearning (mobile e-learning to support the training process of PT Sumber Alfaria Trijaya Tbk) in the joincall or training as a selection (TAS) stages.
- Conducted a join call or training as selection (TAS) for branch candidates which lasts for 3 days.
- Carry out the process of inputting applicant data files in hard files and soft files and follow up on candidates who are incomplete in collecting applicant data for contract signing.
- Coordinate contract signing with PIC, candidate and personnel team.
- Coordinating with users at each selection stage and coordinating with candidates in WhatsApp groups and personal chat.
- Inputting data in the spreadsheet at each selection stage starting from the database of shortlisted candidates in screening, the database of candidates for psychological tests, the database of existing candidates for HR and user interviews, the database of joincall or training as a selection (TAS) and candidate data for contract signing.
- Collect data on employees who are entitled to participate in intermediate programs and development programs and follow up these employees and their superiors to fill in the program registration form.
- Handle applications from areas requesting employees to participate in development programs and check whether the employees meet the criteria to participate in development programs.
- became a facilitator of psychological tests (CFIT, DISC and MSDT) in the selection of employees who want to join the development program.

### ➤ **Employee Branding :**

- Become an admin who manage aksesmukarir account in Instagram and TikTok.
- brainstorm ideas for content to be uploaded on aksesmukarir social media.

- Create storylines and scripts for shooting videos.
  - Finds for colleagues to become talents, coordinating with talents to take videos and became talents.
  - Coordinating with the graphic designer team for taking footage or angles, editing videos and providing voice over.
  - Assist the graphic designer team in shooting videos with the talents.
  - Upload content, create content covers and create interesting captions.
  - Successfully uploaded 5 content consisting of 4 reels content and 1 feeds content gets an average of 100 likes per uploaded content.
  - Managed to increase 87.2% of accounts reached, succeeded in increasing 97% of accounts that interacted, get 18,056 views on every reels content uploaded and increased 6.7 followers over 90 days.
- **Personalia :**
- Create a database that shows travel tickets either by plane from various airlines, buses or trains from one city to another where the company operates in that city with 496 pieces of data.
  - Make delivery orders to send goods such as ID cards, uniforms or files from the head office to the area.
  - Create an Nomor Induk Karyawan (NIK) in Oracle HRIS for employees who have just signed a contract.
  - Carry out position file numbering for employees who are fired, subject to a Surat Peringatan (SP), Mutasi and so on.
  - Carried out employee archive data, such as numbering position files and store in the selfing cupboard the archive data of employees who have just joined, left or extended their contracts.
  - succeeded in changing 176 employee personal data files for employees who made data changes such as changing addresses, changing employee data on KTPs, KKs, BPJS, NPWPs or adding marriage books.
- **Training and Development :**
- Become a facilitator in the routine agenda of meetings between 30 relation support members in areas or branches and divisions from the head office who are speakers at the meeting.
  - Become a facilitator for employees who present their projects in the officer development program.
  - Became the master of ceremonies (MC) during the engagement event with the theme " 101: Tips masuk dunia kerja" which was attended by all interns in the company.
  - Became the master of ceremonies (MC) during the MSIB Cyle 6 closing ceremony which was attended by the company director, 9 mentors who were department managers, and all the interns in the company.

**PT Sentrasarana Tirtabening (Yuki Water Treatment) – Tamansari, Jakarta**

Oct 2023 – Feb 2024

*Human Resource Development Intern.*

- Conducted end-to-recruitment process for internship and full-time/contract employees to be placed in Head Office (Jakarta) and Branch Office (Surabaya).
- Sourced candidates by posting job vacancies on social media and job platforms (LinkedIn, Glints, Jobstreet, etc.)
- Create a database of candidates who apply for each position (approximately 100 candidates in the database per position).
- Carry out DISC tests and intelligence tests such as analogy and technical test to qualified candidates.
- Send and check Job application form, Questionnaires for each position and personal data files for each candidate.
- Schedule qualified candidates for stage 1 interview (HRD), stage 2 interview (End User) and stage 3 Interview (Final).
- Interview qualified candidates in the 1st stage interview (HRD Interview).
- Become a speaker and organize such as gathering and corporate social responsibility
- Managed employee database (including recruitment database, talent pool, and employee documents)
- Coordinate with users and managers for each stage of recruitment.
- Handle onboarding of new employees such as introducing them to the place in the office, introducing them to other employees and answered questions related to company policies.
- Accompanied management in handling employment-related issues (indisciplinary and termination)
- Create an internship assessment form that will be used by PIC of interns to assess their mentees or interns.

**PT Segara Artha Investama (ATT GROUP) - Cengkareng, Jakarta**

Feb 2023 – Jun 2023

*Human Resource and General Affair Intern (MSIB Kampus Merdeka Batch 4)*

- Learn about Human Capital, HRIS, Compensation and Benefit and Assessment Center.
- Assist People and Organization Development team by Participate in Workload Analysis.
- Interviewed approximately 20 employees in 3 different business units to collect their data which will be used for Workload Analysis.
- Make notes on the results of interviews with these employees for Workload analysis purposes on Google Form and Microsoft Word.
- Documenting data collection with interviewed employees in photos and voice recordings for evidence in workload analysis.
- Participate in Job Analysis by Finalize Job Description.
- Participate in job fairs as a frontliner that in charge of explain company, job vacancies, how to apply and give brochures to visitors.

## Organizational Experience

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**UKK OASE Mercu Buana University - Jakarta**

Apr 2022 - Nov 2023

Secretary

- Interviewing and selecting candidates during Open Recruitment.
- Create Database for each member.
- Collect and Managing cash.
- Record attendance and make notes in every meeting.
- Make an final report of the organization's activities and present it at the end of the period.
- Become an intermediary in providing information to members.
- Became vice chief executor of organizing webinars and campaigns for International Anti Narcotics Day.

**Forum Studi Ekonomi Islam Asy-Syifa Universitas Mercu Buana - Jakarta**

Sep 2021 – Sep 2022

Member of the Scientific Department

- Became the Chief Executor of a Comparative Study with KSEI UPN Veteran Jakarta.

## Certification

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- **Human Resource Management International Certificate** - TÜV Rheinland - Grade : 90 / 100. (2023)
- **Leadership and Character Training OASE** – UKK OASE Universitas Mercu Buana. (2022)
- **Moderator Forum Diskusi Hari Anti Narkotika Internasional** – UKK OASE Universitas Mercu Buana (2024)
- **TOEFL** – Ibnu Ali Institute – Total Score : 603. (2021)
- **English For Adults : Elementary Levels** – Lembaga Bahasa LIA. (2021)
- **Student Report Card English Language Development** – English First – Total Score : 90 / 100. (2019)
- **ESQ 165 New Chapter Training** – ESQ Leadership Center – Trained by Dr. (HC) Ary Ginanjar Agustian. (2019)

## Additional Information

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- **Hard Skills:** Interviewing, CV Screening, Workload Analysis, Job Analysis, Psychological Testing (Assessment), Oracle HRIS, Labor archiving, Job Portals (LinkedIn, Dealls, Glints, Jobstreet, Kitalulus and Pintarnya), Managing Company Social Media, Microsoft (Word, Excel, Powerpoint), Google (Docs, Spreadsheets, Slides), Design Editing (Canva, Capcut), SPSS and Smart PLS.
- **Soft Skills:** Public Speaking, Teamwork, Communication Skills, Problem solving, Collaboration, Critical thinking, Time management, Adaptability, Leadership, Decision Making and Attention to detail.
- **Language:** Bahasa Indonesia Native | English Advance