




Rifga Alza N. A.

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 December 9th, 1998

Summary

Recruitment specialist with working experience in Manufacture & Holding companies. Skilled in assessment tools with a Bachelor's degree focused in Psychology. Good understanding of Recruitment, Personalia, Performance Management & Talent Management. Communicative, quick learner, agile, HR enthusiast, work well individually and as part of a team.

Experience

Technical Recruiter (Freelance) - WFH

MSBU - IT Staffing & Recruiting

Feb 2024 - Present

- Adversite job vacancy information on LinkedIn and other platform.
- CV screening & candidate interviews.



Recruitment Staff (Full Time) – North Jakarta

TB Global Group – Holding Companies (Agrobusiness, EXIM & Logistic, Building Material, Construction, Heavy Equipment, Property)

Jun 2023 – Mar 2024

Recruitment

- Handle end-to-end recruitment process from candidate source until onboarding process.
- Coordinate and carry out online/ offline provider advertising processes, job fairs, campus hiring, or walk interviews based on work plans.
- Conduct psychological tests, interpretation of assessment result and provide suggestions to Users.
- Perform interview and assisted User interview.
- Complete background, reference, and legality document check on selected candidates.
- Collaborates with users to understand the needs and roles to be filled.
- Maintaining a database on employees for future vacancies for a wide range of roles (junior, senior, and executive).
- Provide training on the flow of recruitment, test administration, scoring, and interpretation of psychological test kits to all PT Tribuana Global Group HR.
- Control recruitment process all PT Tribuana Global Group and follow-up recruitment result.
- Creating recruitment reports (daily, weekly, monthly) & SLA.

Personalia

- Input new employee database in the HRIS system.
- Assisting with the guidance of probationary employees for making OJT in HRIS system.
- Manage all TB Global Group employee documents in filing cabinets.
- PKWT/PKWTT drafting.
- Manage ID cards for the entire TB Global Group.

Talent Management

- Assist talent management staff to provide assessments of contract to permanent employees.



Recruitment Staff (Full Time) – Modern Industri Cikande, Serang

PT BLKP Group – Manufacturing Company

Feb 2022 - Jun 2023

Recruitment

- Handle end-to-end recruitment process from candidate source until onboarding process.
- Coordinate and carry out online/ offline provider advertising processes, job fairs, campus hiring, or walk interviews based on work plans.
- Conduct psychological tests, interpretation of assessment result and provide suggestions to Users.
- Perform interview and assisted User interview.
- Complete background and reference check on selected candidates.
- Participate in offering process including negotiation offer to the candidates.
- Collaborates with users to understand the needs and roles to be filled.
- Maintaining a database on employees for future vacancies for a wide range of roles (junior, senior, and executive).
- Provide training on the flow of recruitment, test administration, scoring, and interpretation of psychological test kits to all BLKP Group HR.
- Control recruitment process all BLKP Group and follow-up recruitment result.
- Creating recruitment reports from all BLKP Group (daily, weekly, monthly) & SLA.

Personalia

- Input new employee database in the HRIS system.
- Assisting with the guidance of probationary employees for making OJT in HRIS system.
- Manage all BLKP Group employee documents in filing cabinets.
- PKWT/PKWTT drafting.
- Manage ID cards for the entire BLKP Group.

Education



Universitas Esa Unggul – West Jakarta

Bachelor's degree, Psychology

2016 - 2021

GPA: 3.43 out of 4.00

Licenses & Certifications



Industrial Relations Management In Company - Badan Nasional Sertifikasi Profesi (BNSP)

Issued Jun 2021 - Expires Jun 2024

70209.3412.3.0010533.2021



Training of RMIB & Holland - BIPI Consulting

001/ST/10/BP/09/2021



Training of IST and CFIT 3A/B - BIPI Consulting

049/ST/19/BP/09/2021



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Skills

- Psychological Testing
- Recruiting
- Interviewing
- Psychological Assessment
- Human Resources (HR)
- Human Resources Information Systems (HRIS)
- Database Administration
- Industrial Relations
- Talent Management
- Performance Management
- KPI