

# RICKY NANDA SAPUTRA

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A fresh psychology graduate from Andalas University who wants to become a human resources professional through various experiences. Passionate in the fields of human resources development such as recruitment, training and development, organizational development, personnel administration, performance management, payroll, and employer branding as proven by full-time, various internship, and organizational experiences and courses in relevant areas. An active, adaptive, and communicative person who continually develops skills needed in the field of human resources development. Currently looking for opportunities in human resources development to develop into professional careers.

## Work Experiences

### PT Meiga International Trading – Tangerang, Indonesia

Apr 2024 – Aug 2024

#### Human Resources Generalist

- Conducted an end-to-end recruitment process (manpower planning, sourcing, screening, psychological testing, interviewing, scheduling user interviews, offering, and onboarding) for many positions such as Graphic Designer, Video Editor, Key Opinion Leader, Social Media Specialist, Host Live Streaming, and Driver
- Discussed with users to determine the required qualifications and selected the most potential candidates
- Created and designed performance appraisals based on KPIs and company regulations and policies
- Managed and updated information database about employees and company inventory
- Recapped attendance, permits, and overtime as data that will be processed for employee payroll
- Calculated employee salary and prepared monthly pay slips

### Koenekin – Jakarta, Indonesia (Remote)

Apr 2024

#### Recruiter Intern

- Sourced candidates that match the qualifications of the client on LinkedIn
- Summarized the candidate based on the interview results
- Update the database of potential candidates that match the qualifications of the clients
- Built good relationship with the candidates

### PT Tumbuh Global Indonesia – South Tangerang, Indonesia (Remote)

Jul 2023 – Nov 2023

#### Human Resources Development Intern

- Handled an end-to-end recruitment process (manpower planning, sourcing, screening, interviewing, offering, and onboarding) for Video Editor and Public Relations positions
- Created and carried out 4 training programs to enhance the abilities of teams
- Evaluated the condition and performance of several divisions through personal sessions
- Summarized the results of performance appraisals from several months which will be made into a final report card
- Created employer branding concepts and several pieces of content for company branding
- Hold 2 bonding programs to increase the attachment of all teams
- Managed employee and intern database, contract letter, daily report, attendance, permission, and intern working hours

### PT Karya Kaya Bahagia – South Jakarta, Indonesia (Remote)

Jan 2023 – Aug 2023

#### Career Specialist Intern

- Handled 3-5 career coaching sessions with a 1-on-1 system every week
- Conducted interview simulations and job test coaching for students
- Reviewed 300+ the curriculum vitae, LinkedIn accounts, and portfolios of student
- Searched and recorded 10 job opportunities from various companies every week
- Updated 200+ student databases from various bootcamps

### PT Talenta Sinergi Group – Yogyakarta, Indonesia (Remote)

Jan 2023 – Apr 2023

#### Human Resources Recruiter Intern

- Conducted an end-to-end recruitment process (manpower planning, sourcing, screening, psychological testing, interviewing, scheduling user interviews, offering, and onboarding) for many positions such as UI/UX Designer, Product Manager, Data Analyst, Recruiter, and HR Consultant
- Discussed with users to determine the required qualifications and select the most potential candidates
- Created a talent pool for several positions and submitted the best candidates from the talent pool to the user
- Managed and updated candidates recruitment process data

### CV Psylution Indonesia – Jakarta, Indonesia (Remote)

May 2022 – Aug 2022

#### Human Resources Development Intern

- Assisted in an end-to-end recruitment process for Human Resources Development and Public Relations positions
- Conducted and evaluated the performance of several divisions such as content writers, partnerships, and social media specialists
- Organized 2 training and development programs to improve team skills
- Managed employee and intern database and contract letter

## Education

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### Andalas University – Padang, Indonesia

Aug 2019 - Sep 2023

Bachelor Degree in Psychology, 3.60/4.00

- Relevant Courseworks: Industrial and Organizational Psychology, Job Analysis, Interview Method, Observation Method, Personality Measurement Method, Psychodiagnostic, and Organizational Behavior.

## Organizational Experiences

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### Ruang Teras –Malang, Indonesia (Remote)

Jul 2023 - Sep 2023

#### Recruitment and Selection Staff

- Handled an end-to-end recruitment process (manpower planning, sourcing, screening, interviewing, offering, and onboarding) for several positions
- Discussed with users to determine the required qualifications and select the most potential candidates
- Analyzed job descriptions, qualifications, and the number of people are needed for various positions
- Managed and updated candidates recruitment process data

### Candidate College – Jakarta, Indonesia (Remote)

Jan 2023 - Jul 2023

#### Talent Acquisition and Engagement Staff

- Conducted an end-to-end recruitment process (manpower planning, sourcing, screening, interviewing, scheduling user interviews, offering, and onboarding) for several positions
- Sounded birthday greetings and staff achievements
- Provided information on competitions, internships, and scholarships for the staff
- Hold bonding activities to increase the attachment of staff
- Managed staff database, offering letter, rejection letter, staff agreement, and manpower planning for all positions

### Grow Bareng – Jakarta, Indonesia (Remote)

Dec 2022 – Apr 2023

#### Human Resources Development Staff

- Assisted in an end-to-end recruitment process for Reels/Tiktok Talent and English Tutor positions
- Monitored and handled performance appraisal in the Tiktok and Reels division
- Hold a bonding program to increase the attachment of members
- Created new qualifications and job descriptions for several positions

### Doteens – Jakarta, Indonesia (Remote)

May 2022 - Oct 2022

#### People Acquisition and Development Staff

- Handled an end-to-end recruitment process (manpower planning, sourcing, screening, interviewing, scheduling user interviews, offering, and onboarding) for several positions
- Discussed with users to determine the required qualifications and select the most potential candidates
- Administered a 60+ staff database
- Planned, created, and executed 3 development programs for staff

## Courses and Training

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| • Calculate Net Salary in Excel for HRD by Yec.Co.id ( <a href="#">Certificate</a> )                           | Mar 2024 |
| • MBTI and EPPS Test Administration and Scoring by BIPI Consulting ( <a href="#">Certificate</a> )             | Nov 2023 |
| • DISC and MSDT Test Administration and Scoring by BIPI Consulting ( <a href="#">Certificate</a> )             | Nov 2023 |
| • Kraepelin and Pauli Test Administration and Scoring by BIPI Consulting ( <a href="#">Certificate</a> )       | Nov 2023 |
| • Papikostick and CFIT 3A/B Test Administration and Scoring by BIPI Consulting ( <a href="#">Certificate</a> ) | Nov 2023 |
| • Ready to Become a Talent Acquisition by ManajemenSDM.net ( <a href="#">Certificate</a> )                     | Nov 2023 |
| • 25 Basic Human Resources Skills by ManajemenSDM.net ( <a href="#">Certificate</a> )                          | Oct 2023 |
| • 27 Essential Human Resources Generalist Skills by ManajemenSDM.net ( <a href="#">Certificate</a> )           | Oct 2023 |
| • Excellent at Handling Payroll by ManajemenSDM.net ( <a href="#">Certificate</a> )                            | Oct 2023 |
| • Understand Labor Rules by ManajemenSDM.net ( <a href="#">Certificate</a> )                                   | Oct 2023 |

## Skills

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- Soft Skills: Teamwork, Creative Thinking, Detail Oriented, Adaptable, Flexible, Curiosity, Fast Learning, Problem-Solving, Empathy, Time Management
  - Hard Skills: Human Resources Development Knowledge (Recruitment, Training and Development, Organization Development, Performance Management, Personnel Administration, Payroll, and Employer Branding), Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Forms, and Slides), Using Psychological Tests (DISC, Papikostick, Kraepelin, Pauli, MBTI, BAUM, DAP, HTP, MSDT, CFIT, and EPPS)
  - Languages: Indonesian (Proficient) and English (Intermediate)