

# ALIEFYA ARSHY NABILA S.

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I am deeply passionate about people management and development. My exposure to diverse cultures and groups has sharpened my ability to adapt quickly to changes and gain a broader perspective. I am a reliable, observant, and constantly eager learner, always seeking new opportunities and challenges in the field of people and culture to make a meaningful impact on both others and myself.

## EDUCATION

**Universitas Indonesia, Faculty of Social and Political Sciences**

**Grad. March 2024**

*Social Welfare Studies – GPA: 3.76 of 4.00*

**Subjects include:** Human Resource Management; Organizational Development; Industrial Social Work (Employee Engagement & Assistance); Human Behavior and Social Environment; Social Work in Mental Health Issues; Individual, Family, and Group Counseling

## WORK EXPERIENCE

**Human Resources Intern**

**May 2024 – Sep 2024**

***PT Rohto Laboratories Indonesia***

*PT Rohto Laboratories Indonesia is a leading pharmaceutical and cosmetics company known for brands like Skin Aqua, Acnes, Hada Labo, Rohto Eye Drops, Selsun Shampoo, and Lip Ice.*

- Responsible for and took charge of mass recruitment process for the Sales Development Program from start to finish, managing a high volume of candidates
- Handled recruitment processes across various roles within the company, such as job postings, CV screenings, phone screenings, interviews, psychological tests, medical check-ups, reference check, and onboarding
- Assisted in the learning and development of sales trainees
- Supported broader HR functions and contributed to various HR projects as needed

Roles managed include: Sales Area (Medical Representatives area Jawa Tengah, Jawa Timur, Jabodetabek, Medan, Banjarmasin) Marketing Admin, Key Account Admin Support, Legal Intern, GA Intern, Research & Development Staff, Quality Assurance Staff and many more

**Human Resources Intern (Recruitment)**

**Oct 2023 – Mar 2024**

***The Jakarta Post***

- Handled end-to-end recruitment processes, including job posting, CV and profile screening, sourcing, shortlisting, conducting phone interviews, scheduling interviews, and extending offers
- Administered, scored, and filed candidates' psychology tests (IST & Pauli)
- Assisted in onboarding sessions for new hires
- Participated in various ad hoc HR projects

Roles managed include: Deputy Editor, IT Infrastructure Support, Account Executive, UI/UX Intern, Marketing and Creative Intern, Social Media Intern

**Culture and Wellbeing Intern**

**Jul 2021 – Aug 2021**

***PT Bukalapak.com Tbk***

- Coordinated the administration of vaccination programs, handling data for over 1000 employees
- Updated the Covid-19 database and created weekly data analysis reports
- Created a communication campaign for employee well-being
- Managed employee perks (sukacita & dukacita)

**Child Social Worker****Mar 2021 – Jul 2021*****Panti Asuhan Anak Putra Utama 3 | Jakarta***

- Supervised by a professional social worker in providing social services to neglected children using the Generalist Intervention Model (GIM)
- Identified and analyzed (assessment) problems and needs of the neglected children related to biopsychosocial-spiritual model as individual and in groups
- Developed action plans (social intervention) to address the problems and needs

**Human Capital – People Performance Staff****May 2021 – Jul 2021*****Skill Up | Bandung***

- Ensure and maintain talent motivation, wellness, and productivity
- Monitor individual and team performance by conducting 1-on-1 session with talents
- Provide talents with ongoing support, counseling, and constructive feedback on a regular basis
- Manage and analyze individual performance appraisal reports
- Manage 100+ talent databases and records

**Internal Relation and Communication Officer****Feb 2021 – May 2021*****Women and Men Indonesia Center (Weminac)***

- Ensured, maintained, and improved talent motivation and productivity
- Brainstormed, organized, and executed team engagement activities
- Conducted and analyzed feedback, survey results, other forms of needs and team satisfaction measurements

**Community Development Intern****Nov 2020 – Jan 2021*****Media AKUTAHU | Jakarta***

- Built and maintained AKUTAHU Teacher Community
- Engaged and communicated with members of the community
- Researched and updated the latest trend information about teaching, education, teacher training, and job opportunities to members of the community
- Brainstormed and implemented programs for community development

**Community Specialist Intern****Aug 2020 – Nov 2020*****Perawatku.id | Jakarta***

- Built and maintained online community for new mothers
- Engage with members of the community along with nutritionists
- Responsible for the contribution of information about health and parenting
- Created and administered content about child growth and development on Instagram

**ORGANIZATIONAL EXPERIENCE**

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**HR Recruiter****May 2021 – Oct 2021*****Indonesia Millennial Connect***

- Managed, facilitated, and developed all phases of the recruitment process
- Mass hiring process by screening, shortlisting, scheduling, and interviewing candidates
- Handled communications with a wide variety of candidates
- Designed and implemented job specifications and the overall recruiting strategy

## **Peer Educator**

### ***Pusat Informasi dan Konseling Remaja - Rumah Panda FKM UI***

- Provide comprehensive sexual and reproductive health education to young people and adolescent
- Increase the access and awareness of young people about sexuality and reproductive health

## **Vice Head of Divisi Materi**

### ***Support Group & Peer Counselor "Cerita Kita" | BEM UI 2019***

- Led and managed a team in making educational material about mental health and sexual violence on Instagram
- Responsible for the selection of data and information content topics
- Worked collaboratively with design team and social media team

## **ADDITIONAL INFORMATION**

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**Languages:** Indonesia (Native) and English (Intermediate)

**Skills:** Candidate Interviewing, Resume Screening, Interpersonal Skills, Communication, Organization, Research, Teamwork

**Tools & Tech:** Google Workspace Administration, Microsoft Office, Canva