

Naufal Shabri
Recruiter & HR Enthusiast

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About Me

I am a dedicated HR professional with specialized training and practical experience in recruitment, gained through internships. My internship offered hands-on experience in candidate sourcing, screening, and interview coordination, enhancing my ability to efficiently identify top talent. I am skilled in using recruitment platforms and strategies to attract diverse candidates and streamline hiring processes. With a proactive and detail-oriented approach, I excel in fostering positive candidate experiences and contributing to team success. I am eager to apply my skills and enthusiasm to support your organization's recruitment goals effectively.

Education

Universitas Gadjah Mada (August 2018 – August 2022)
Bachelor of Psychology

Work Experiences

Matala.id (Headhunter) | May 2024 - Present

Recruiter Intern

- Managing and maintaining a comprehensive candidate database.
 - Sourcing CVs from various platforms, including Glints, email, Indeed, Pintarnya, and LinkedIn.
 - Proactively approaching and recruiting passive candidates through LinkedIn.
 - Conducting interviews in both English and Indonesian, utilizing phone calls and Google Meet.
 - Posting job applications on multiple platforms, such as Glints, LinkedIn, Pintarnya, Indeed, and others.
 - Providing recommendations regarding candidates' suitability for specific job positions.
 - Exploring innovative methods for sourcing candidates, including experimenting with new job portals
 - Proposing and negotiating the offering letter with candidates, ensuring all parties are satisfied
- Clients: Mining companies, digital agencies, banks (both state-owned and private), shipping companies, catering companies, and hotels**

Research Assistant (October 2024 - Present)

- Provide support to psychology lecturers and/or psychologists to publish their research, including assisting in finding suitable publishers and offering editorial adjustments as needed

Belajarlagi | July 2023 - April 2024

Facilitator in the Digital Marketing Program

- Built, managed, and maintained communication channels among over students throughout the duration of the program.
- Provided students with necessary resources and support, overseeing student administration tasks including technical (attendance and form submission) and moral (motivation and daily updates).
- Conducted interviews, selected, and maintained relationships with UMKM partners.
- Strategically divided students into small project groups based on personality analysis, teamwork styles, and daily activities to optimize group dynamics during the program.
- Assisted students in applying acquired knowledge and supported UMKM partners through implementation of digital marketing strategies, including both organic and paid methods.

Pentone Craft and Paper I January 2023 - April 2023

Strategic Marketing Intern (Product and Talent Development)

- Led talent development initiatives alongside marketing responsibilities at Pentone Craft and Paper.
- Identified areas for improvement and conceptualized a comprehensive development program for company designers.
- Executed end-to-end program implementation, from design to evaluation, ensuring continuous improvement.
- Conducted competitor reviews and created databases to support product development efforts.

ORGANIZATIONAL EXPERIENCE

BPPM Psikomedia I January 2020-January 2021

Head of Research

BPPM Psikomedia is the only press agency at the Faculty of Psychology, Gadjah Mada University.

- Managed research division as Head of Research while also taking charge of recruitment activities during new member openings in 2020.
- Conducted end-to-end recruitment processes, including interviewing candidates, creating task assignments based on qualifications, and developing onboarding programs.

TRAINING, COURSES, AND CERTIFICATION

- **MySkill (2023)**

E-Learning Course: Human Resource

Joined Specific Skills in several areas: Fundamental HR, Recruitment, Onboarding & Offboarding, Employee Performance and Development, and Organizational Development, Benefit and Compensation, People Analytics

Link: [click here](#)

- **AR Generasi Unggul (2024)**

Joined Several Classes: HR Competency, Recruitment & Selection Class, and Compensation & Benefit Class. Learning about HR end-to-end, from forming job descriptions, talent management, recruitment processes, creating SOPs and KPIs, compensation and benefits, to employment laws and policies.

Link: [click here](#)

- **Human Capital Staff BNSP Certificate (2024)**

Successfully completed four competencies: Job Description Analysis, Wage Administration, Social Security Administration, and HRM Policy Determination Administration

Link: [click here](#)

SKILLS

- Fundamental HR
- Talent Development
- Organizational Development
- Product Development
- Recruitment (On Boarding & Off Boarding)
- Compensation and Benefit
- Creating Standard Operational Procedure (SOP) and Key Performance Indicator (KPI)
- Employment Laws and Policies