



Zulfa Salsabila

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Yogyakarta, Indonesia

I am a Recruiter with more than 2 years of work experience. As someone with experience in the HR or Recruitment field, I always strive to create an inclusive and supportive work environment. I am used to working with targets because I am required to meet the company's employee needs quickly, precisely and efficiently. I have recruited approximately 100 employees in a period of 45 days. I am used to using psychological test tools such as DISC, CFIT, IST, Kraepelin and others. I am also used to administering candidate or employee files.

Education

Islamic University of Indonesia | Sep 2016 - Jun 2020

Bachelor Degree in Psychology | GPA 3.47 / 4.00

SMA N 5 Yogyakarta | 2013 - 2016

Social Science | 8.7 / 10.00

Work Experience

Recruitment Officer | Jul 2023 - now

PT Asia Outsourcing Service

- Conduct job searches and announcements based on position requests
- Conduct CV screening, psychological tests, and interviews for candidates
- Create assessment reports and manage candidate files
- Participate in job fairs or other recruitment activities

HR Admin Staff | Oct 2022 - Jul 2023

PT Trans Entertainment

- Conducting recruitment, promotion, and transfer according to company needs
- Conducting employee data administration, salary calculations, attendance, assessments and evaluations
- Conducting coaching and training activities according to employee needs

Outbound Education Consultant | Oct 2021 - Apr 2022

PT Ruang Raya Indonesia (Ruangguru.com)

- Maintaining good relations with customers and potential users of the Ruangguru application
- Offering solutions to educational problems faced by users and matching them with Ruangguru products

Lab Assistant | 2018 - 2020

UII Psychology Laboratory

- Providing direction and assistance to students during the implementation of the practicum
- Providing explanations regarding the administration of psychological test tools
- Evaluating students while in the practicum class

Freelance

Assistant Psychologist | May - Dec 2022

PT. Mitra Optima Talenta

- Assisting the Psychologist's duties in the field of applied psychology including administration of psychological test tools, test scoring, initial assessments, recruitment, etc.
 - Carrying out the data collection process in the field and conducting interviews
 - Creating assessment result reports
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Organizational Experience

Secretary | 2017 - 2019

HIMAPSI UII

- Manage organizational administration
- Assist the chairman in running activities
- Record activity plans
- Coordinate with internal and external campus parties

Student Resources Department Staff | 2016 - 2017

Student Executive Board FPSB UII

- Conducting student development from 4 study programs at the Faculty of Psychology and Social and Cultural Sciences, UII
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Skill

- Microsoft Office (Excel, Word, Power Point)
- Administration of Psychological Test Tools and Scoring (CFIT, IST, TKD, PAPI Kostick, Kraeplin, Graphics, etc)
- Canva
- Conducting Observations and Interviews