

MEIRIZA DWI HARUM

Recruiter | Talent Acquisition | HR Enthusiastic

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SUMMARY

An enthusiastic Talent Acquisition or Recruitment with one years experience in Transportation & Logistic Industry. Successfully hiring for various position (white collar and blue collar) by implementing effective strategic sourcing program. Highly skilled in Strategic Sourcing, Behavioral Event Interview, Psychological Test Interpretation and Negotiation. To broaden my career, i highly interest to explore more about Organization Development, Assessment Center & Employer Branding Area.

EXPERIENCE

People Search , PT Nusantara Ekspres Kilat (SPX)

12/2023 - Present

Responsible for the massive hiring for the SPX Express Fulfillment team.

- Performed end to end recruitment process from identifying needs from hiring managers to candidate onboarding day
- Sourced potential candidates from various channels (LinkedIn, Jobstreet, Kitalulus and ATS) and social media (Instagram, Telegram & Facebook)
- Get more than 40% candidate engagement through LinkedIn and Jobstreet
- Performed pre-screening calls to analyze applicants' abilities and culture fit with Shopee Express
- Performed Interview candidates combining various methods (e.g : Behavioral, Situational & STAR Technique)
- Prepared the offer proposal to management as well as negotiating the offer with candidate
- Developed & maintained candidate database for talent pipeline
- Managed new hire completeness document for employee database
- Prepare and maintenance new hire until onboard

Achievement during work:

- Successfully filled hiring request within 2 weeks in average

Recruitment Intern Staff, PT Oexpress Logistik Indonesia

07/2023 - 11/2023

Responsible for the mass hiring of blue collar & white collar manpower for the Oexpress Fulfillment team.

- Coordinate with hiring managers to determined the suitable candidates for organization
- Performed strategic sourcing process by identifying the best methods to attract more applicant (manual sourcing with job portals & headhunting)
- Analyzed potential & competent candidates profile from interview with STAR technique
- Sourcing and screening candidates from all job portals, more than 200+ CV everyday
- Handle mass hiring for Ops role and regular hiring for Non-Ops
- Created schedule interviews with recruiters and hiring manager
- Conduct online assessments using WPT & DISC via Zoom, and present the result
- Handling end-to-end recruitment process (Job Post, Sourcing, HR Interview, User Interview Scheduling, Document Collections, Offering letters, Orientation Emails, and Employment Contract)

Achievement during internship:

- Able to recruit more than 50 candidates (ops & non-ops)
- Getting candidates that fit the user's needs in less than 1 month
- Became PIC of Surabaya Branch and closed employees for 10 working days

Sales Consultant Intern, PT Menara Indonesia

08/2022 - 12/2022

- Create a detailed module outline on sales starting from setting targets/customers
 - Determining the material to be discussed both from journals and foreign courses
 - Concrete examples in the business world in Indonesia, as with pretests and posttests.
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EDUCATION

Bachelor of Psychology

10/2019 - 08/2023

University of Muhammadiyah Prof. Dr. Hamka, Jakarta

- Thesis on "Distributive and Interactional Justice on Organizational Commitment among Private Employees in JABODETABEK"

Relevant courses in industrial and organizational psychology :

- provide training to employees in one of the private companies to fulfill the final project of the human resource management course (pretest - training - posttest)

Organization experience

10/2020 - 11/2021

Student Executive Board (BEM) as General Treasure at Faculty of psychology

- Prepare the Draft Revenue and Expenditure Budget (RAPB) for one period
 - Analyze the activity needs of each field
 - Manage the income and expenditure of BEM faculty funds
 - Manage BEM cash funds
 - Make a budget plan report and budget realization report
 - Present the budget plan during meetings with the dean of the faculty and meetings with the activity committee
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ADDITIONAL INFORMATION

- **Technical Skills:** Behavioral Event Interview (BEI), STAR technique, Interviewing, Administration, Need Analysis, Leadership, Time Management, Negotiation, Strategic Sourcing, Team Work, Applicant Tracking System (ATS), Problem Solving, Microsoft Office and Google Workspace, Scoring tools (Kraepelin, DISC, PAPI Kostick, WPT), Canva, Capcut.
- **Languages:** English, Indonesia