ULYA KHARIMAH

RECRUITMENT MANAGER

Tangerang, Indonesia | ulyakharimah@gmail.com | +6281290206894 | linkedin.com/in/ulyakharimah

A dynamic Recruitment Manager with nearly six years of comprehensive experience in end-to-end recruitment processes. Known for a strategic approach, has successfully led teams to fill key positions while building strong relationships with universities and hiring partners alsoexpertise in designing efficient recruitment procedures and implementing tracking systems has significantly enhanced organizational hiring practices.

AREA OF EXPERTISE

Recruitment	Strategic Approach	Accessibility
Negotiation	Massive hiring	Leadership

KEY ACHIEVEMENTS

- **Hiring:** Successfully recruited 50 qualified talents in a year by analyzing organizational vacancies and leveraging a targeted talent pool.
- **Employer Branding:** Spearheaded the first-ever career fair for employer branding at PT Rapid Teknologi Indonesia, enhancing the company's visibility and recruitment outreach.
- **System Implementation:** Implemented a recruitment tracking system that streamlined vacancy management, leading to improved efficiency in the hiring process.

PROFESSIONAL EXPERIENCE

Recruitment Manager, PT Rapid Teknologi Indonesia — Jan 2022 - Current

- Supervise the recruiting team, report performance to the Board of Directors, and collaborate with department managers to forecast future hiring needs while maintaining recruitment flow and strategies.
- Update and design recruitment procedures, research job advertising options, and advise on interviewing techniques to enhance the hiring process.
- Develop and manage the company's Recruitment Management System (RMS) website, ensuring efficient tracking of applicants and recruiting metrics in partnership with the Business Development Manager.
- Lead recruitment projects with clear timelines, support the onboarding process for candidates, and assist the Business Development team in managing onboarded employees.
- Participate in job fairs and career events while building a professional network with HR professionals, colleges, and other partners to improve the employer brand and forecast recruitment budgets.

Recruitment Coordinator, PT Rapid Teknologi Indonesia — Jun 2021 - Dec 2021

- Coordinate the recruitment team with other departments, ensuring alignment on recruitment projects and strategies while leading the end-to-end recruitment process.
- Oversee user interviews and manage the candidate offering process in collaboration with the HR Manager.
- Support the Business Development team in addressing and maintaining clients' needs throughout the recruitment process.
- Assist with the onboarding process for candidates and help the Business Development team manage onboarded employees.
- Conduct minor sourcing and screening of CVs to identify suitable candidates for open positions.

Recruitment Consultant, PT Rapid Teknologi Indonesia — Oct 2020 - Jun 2021

- Create job advertisements and source CVs through job seeker platforms, while developing a recruitment database to manage candidate information.
- Conduct psychological tests using DISC before general interviews, and create interview schedules for both general and user interviews.
- Lead user interviews, manage the candidate offering process with the HR Manager, and support the onboarding process for new hires, ensuring client needs are met.

PROFESSIONAL EXPERIENCE

IT Recruitment Consultant, PT AbiShar Technologies   **Jan 2020 - Oct 2020**

- Post job advertisements on job seeker platforms and conduct phone interviews with candidates to assess suitability.
- Sort and evaluate CVs to identify potential candidates for open positions.
- Analyze and implement strategies to meet recruitment targets effectively, ensuring successful candidate placements.

Training & Development Consultant, PT Handaru Utama Nityasa   **Aug 2019 - Jan 2020**

- Conduct skills gap analyses and map out long-term training plans for internal teams, selecting appropriate educational methods such as coaching, workshops, and e-learning courses.
- Prepare educational materials and schedule regular soft-skills and management training sessions, assessing their impact on employee performance.
- Gather feedback from trainees and trainers, prepare cost reports for each learning program, and maintain the curriculum database and training records.

Recruitment Intern, PT Jaya Express Trasindo   **Mar 2019 - May 2019**

- Source candidates through various job platforms and sort CVs to identify suitable applicants for open positions.
- Manage and conduct both direct and phone interviews, filtering candidates based on their qualifications.
- Administer and score psychological tests, creating detailed reports to support the selection process.

Recruitment Intern, Detik.com   **Nov 2018 - Feb 2019**

- Manage the end process of recruitment by collecting and organizing employee files and documents.
- Create employment contracts for new hires, ensuring all necessary information is included.
- Perform data entry to maintain accurate records related to the recruitment process.

Assistant Counselor Intern, Madani Mental Health Care   **Jun 2018 - Aug 2018**

- Carry out administrative duties, including registering patients, processing documents, and organizing medical records or histories.
- Conduct psychological tests and assessments, observing and evaluating patients' behavior during treatments.
- Prepare psychological assessments and reports, sharing observations to contribute to the development of patients' treatment plans.

OTHERS EXPERIENCE

Career Mentor, Dealls Job	**May 2024 - Sep 2024**
Career Coach, MySkill.id	**Apr 2022 - Aug 2022**
Associate Recruiter, PT Astra Graphia Information Technologies	**Dec 2021 - Aug 2022**

EDUCATION

Psychology Universitas Negeri Jakarta	**Aug 2015 - Sep 2019**

ADDITIONAL INFORMATION

- **Languages:** English, Bahasa
- **Certifications:** HR Mini Bootcamp by Nafadika Acadmey
- **Awards/Activities:** HR Mentor by Kominfo (2023)

Atas berkat rakhmat Tuhan Yang Maha Esa,

Universitas Negeri Jakarta

menyatakan bahwa:

Ulya Kharimah

Lahir di Jakarta, tanggal 4 Maret 1996

Diterima pada Program Studi Psikologi

Fakultas Pendidikan Psikologi pada tahun 2015 dengan nomor Registrasi 1125153649

telah menyelesaikan dan memenuhi segala persyaratan akademik

Program Sarjana tanggal 27 Agustus 2019 sehingga kepadanya diberikan gelar :

SARJANA PSIKOLOGI (S.Psi)

beserta segala hak, wewenang dan kewajiban yang melekat pada gelar tersebut

Jakarta, 25 September 2019

Dekan

Fakultas Pendidikan Psikologi

Plt. Rektor,

Dr. Gantina Komalasari, M.Psi.

NIP. 19570328 198603 2 001

Prof. Intan Ahmad, Ph.D.

NIP. 19580501 198601 1 001

KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
UNIVERSITAS NEGERI JAKARTA

Keputusan Presiden RI Nomor 1 Tahun 1963 tanggal 3 Januari 1963 dan Keputusan Presiden RI Nomor 93 Tahun 1999 tanggal 4 Agustus 1999

Transkrip Akademik
Lampiran Ijazah No: 1125190325

Nama	:	Ulya Kharimah
Nomor Registrasi	:	1125153649
Tempat dan Tanggal Lahir	:	Jakarta, 4 Maret 1996
Fakultas	:	Fakultas Pendidikan Psikologi
Program Studi	:	Psikologi
Jenjang Program	:	S1
Mulai Terdaftar	:	2015/2016
Tanggal Lulus	:	27 Agustus 2019
Pendidikan Sebelumnya	:	SMA Swasta Cenderawasih II

SANDI	MATA KULIAH	SKS	NILAI	SKS x NILAI
00051142	Bahasa Indonesia	2	A	8,0
00051132	Bahasa Inggris	2	A	8,0
00051252	Ilmu Sosial dan Budaya Dasar	2	B	6,0
00051122	Pendidikan Pancasila	2	A	8,0
00052033	Pendidikan Agama Islam	3	B	9,0
11151202	Pengantar Filsafat	2	A	8,0
11150183	Psikologi Umum I	3	B	9,0
11151753	Statistika I	3	B	9,0
00051062	Pendidikan Kewarganegaraan (Kewiraan)	2	A	8,0
11150193	Psikologi Faal I	3	B+	9,9
11252082	Pengantar Ilmu Pendidikan	2	A	8,0
11151363	Psikologi Umum II	3	C+	6,9
11151373	Psikologi Perkembangan I	3	A-	11,0
11151222	Sosiologi	2	B-	5,4
11150642	Antropologi	2	A	8,0
11151342	Filsafat Manusia	2	A	8,0
11151763	Statistika II	3	B+	9,9
11151242	Psikologi Pendidikan I	2	A	8,0
11151033	Psikologi Sosial 1	3	A-	11,0
11151273	Psikologi Industri dan Organisasi	3	A	12,0
11151513	Psikodiagnostik I: Administrasi & Skoring	3	B+	9,9
11151383	Psikologi Perkembangan II	3	A-	11,0
11151293	Metodologi Penelitian I	3	A	12,0
11157272	Psikologi Kognitif	2	A	8,0
11150222	Psikologi Belajar	2	A-	7,4
11151252	Psikologi Pendidikan II	2	A	8,0
11151393	Psikologi Sosial 2	3	B+	9,9
11151523	Psikodiagnostik II: Observasi	3	B	9,0
11151443	Psikodiagnostik III : Wawancara	3	B+	9,9
11151403	Psikologi Kepribadian I	3	A-	11,0
11151413	Psikometri	3	A	12,0
11150542	Psikologi Lintas Budaya	2	B-	5,4
11252092	Psikologi Intelegensi	2	B	6,0
11150672	Psikologi Komunikasi	2	B+	6,6
11157143	Pelatihan I	3	A-	11,0
11157253	Psikodiagnostik IV : Intelegensi	3	B	9,0
11151433	Penyusunan Skala Psikologi	3	A-	11,0

Transkrip Akademik

Lampiran Ijazah No: 1125190325

SANDI	MATA KULIAH	SKS	NILAI	SKS x NILAI
11151303	Metodologi Penelitian II	3	B	9,0
11151503	Psikologi Klinis	3	A-	11,0
11151773	Psikologi Kepribadian II	3	B	9,0
11151282	Psikologi Konsumen	2	A	8,0
11151812	Psikologi Keluarga	2	A-	7,4
11150932	Aplikasi Komputer Dalam Psikologi Pendidikan	2	B	6,0
11157153	Pelatihan II	3	A	12,0
11151743	Psikologi Abnormal	3	B-	8,1
11157282	Psikologi Diagnostik V: Minat dan Bakat	2	C	4,0
11151682	Analisis Jabatan	2	A	8,0
11150313	Psikologi Konseling	3	C+	6,9
11150523	Psikologi Eksperimen	3	A	12,0
11151842	Pendidikan Anak Berkebutuhan Khusus	2	B-	5,4
11151572	Kode Etik Psikologi	2	B+	6,6
11151423	Konstruksi Tes	3	A-	11,0
11151472	Psikodiagnostik VI: Kepribadian	2	B	6,0
11151352	Teknik Penulisan Skripsi	2	A	8,0
11150292	Kesehatan Mental	2	A	8,0
11157192	Konseling Keluarga dan Perkawinan	2	B-	5,4
10054026	Skripsi	6	A-	22,0
11150682	Pengembangan Kurikulum	2	B+	6,6

Jumlah Mata Kuliah = 58
Jumlah SKS = 148
Jumlah Bobot = 509,6

Indeks Prestasi Komulatif (IPK) $= \left\{ \dfrac{\text{Jumlah (SKS x Bobot)}}{\text{Total SKS}} \right\} = \left\{ \dfrac{509,6}{148} \right\} = 3,44$

Predikat = Sangat Memuaskan

Judul Skripsi : Efektivitas Menulis Ekspresif terhadap Peningkatan Harga Diri pada Korban Kekerasan dalam Pacaran

Keterangan Bobot Nilai :

Tingkat Penguasaan	Nilai	Bobot
86 - 100	A	4
81 - 85	A-	3.7
76 - 80	B+	3.3
71 - 75	B	3.0
66 - 70	B-	2.7
61 - 65	C+	2.3
56 - 60	C	2.0
51 - 55	C-	1.7
46 - 50	D	1
0 - 45	E	0

Jakarta, 25 September 2019
Dekan Fakultas Pendidikan Psikologi

Dr. Gantina Komalasari, M.Psi.
NIP. 19570328 198603 2 001