



ARIFA SALSABILA

PROFILE

Psychology graduate with 2 years working experience as HR Officer that have experience for recruiting various talent such as Marketing Departement & Research Departement, managing employee database, and onboarding, and also doing psychological testing for candidates..

WORK EXPERIENCE

HR Hiring Officer

MNC Media 3TV

Oct 2021 - Present



- Handled end-to-end recruitment process for officer and supervisor level
- Developed and maintained HR databases and records, ensuring data accuracy and privacy standards were met
- Developed and maintained a talent database to store and track information about candidates
- Conducted psychological test to recognize the intelligence and characteristics of a person's personality and problem solving abilities
- Built relationships with users to gain an in-depth understanding of their hiring needs and identify candidates for key roles
- Negotiated salaries and benefits with successful candidates to secure the best talent for the lowest cost
- Handled the administrative tasks such as data entry, filing document, inputting data to system

Bina Desa Intern

Yayasan Pemuda Peduli

July 2021 - Oct 2021



- Created learning activity materials for activity books for children aged 3-12 years old as much as more than 50 materials within 3 months
- Monitoring teaching activities every 2 weeks in the target villages
- Informing new interns what to do in making activity books and financial management of activities

CONTACT

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EDUCATION

Majoring in Psychology

Bachelor Degree, Faculty of Psychology

Universitas Islam Bandung
3.24

TECHNICAL SKILLS

- MS. Office (Word, Excel, Powerpoint)
- Psychological Testing
- HRIS (Oracle HCM, Odoo)
- Editing (Canva)