

Arif Fawwaz

Human Resources

Bandung, Jawa Barat, Indonesia | Phone: +6281324291408 | Email: arif8fawwaz@gmail.com
LinkedIn : www.linkedin.com/in/arif8fawwaz/

PROFILE

Arif Fawwaz graduated from Widyatama University majoring in Master's of Management focusing on Human Resources Management. Reliable, eager to learn, agile and hard-working with strong attention to detail. Experienced as Human Resources Staff at Madael Consult. Particularly interested in Human Resources and eager to explore other field.

EXPERIENCES

Madael Consult – JAKARTA, INDONESIA

Human Resources Staff (January 2024 – July 2024)

- Managed the end-to-end recruitment process, including talent search, sourcing, conducting interviews, delivering comprehensive candidate profiles, and overseeing the entire process from offer to onboarding.
- Collaborated with stakeholders on recruitment to fulfill staffing requirements, including defining job requirements, refining job descriptions, and understanding candidate preferences
- Crafted compelling job advertisements and job application form to attract top-tier candidates.
- Streamlined the recruitment process to attract top-tier candidates by utilizing multiple job portals.
- Provide recommendations related to company regulations drafting to ensure compliance with labor laws and other relevant regulations.
- Managed end-to-end training programs for both public & corporate in-house needs, including compiling training posters and promotional campaigns for various training topics.
- Coordinated with trainers to develop comprehensive training materials and syllabus for various training programs.
- Provide recommendations to management to implement a work-from-home arrangement to boost employee productivity and reduce operational costs.

Projects:

- Involved in TP-Link's outsourcing project for a Business Development role in Surabaya with 1 headcount, successfully hired 1 candidate.
- Successfully hired 5 associates for Raena Beauty's Associates project for the Merchant Offline Acquisition role across 5 different cities.
- Assisted in Konecranes' project for a Sales Engineer role in Surabaya.
- Project Coordinator for MicroSave Consulting Indonesia's project for Senior Accounts Officer and Technical Supervisor – HR position. Successfully managed until the offering process for the Senior Accounts Officer candidate.
- Project Coordinator for Madael Consult's public and corporate in-house training program. Successfully conducted 2 webinars, 1 online training session, 1 full-day offline training, and 1 corporate in-house training session.

Madael Consult – JAKARTA, INDONESIA

Human Resources Intern (October 2023 – January 2024)

- Assisting in headhunting projects for multiple multinational clients.
- Conducting end-to-end recruitment process, including headhunting, sourcing, conducting interviews, and presenting candidate profiles to clients.
- Create a comprehensive job advertisement and distribute it across multiple job platforms.
- Craft job postings across multiple platforms to attract top-tier candidates.

qode.world – SINGAPORE, SINGAPORE

Recruitment Intern (June 2023 – September 2023)

- Leverage LinkedIn to create captivating job postings that attract top-notch tech talents.
- Assisted in sourcing and identifying qualified tech candidates through various channels, including LinkedIn and social media platforms.
- Screened resumes and applications to shortlist top technical talents, ensuring alignment with job requirements.
- Conducted screenings to assess candidates qualifications, experience, and interest in the positions.
- Collaborated with the HR team on recruitment projects, gaining insights into industry best practices and trends.

EDUCATION

WIDYATAMA UNIVERSITY (2020 - 2022)

Master's of Management – Majoring in Human Resources Management

PIKSI GANESHA POLYTECHNIC (2016 – 2019)

Bachelor's of Informatics – Majoring in Medical Record Informatics

HARD SKILLS

- Human Resources Management
- Talent Acquisition
- Competency Based Interview
- Training & Development
- People Management
- Ms Office (Word, Excel, and Power Point)

SOFT SKILLS

Detail Oriented
Analytical Skill
Team Player
Initiative
Problem solving
Adaptive

COURSE

- **Glints ExpertClass (26 February 2023 – 16 March 2023)**
Intensive Program: Master the Basics of HR Performance Management Batch III
- **OneCHRP (6 March 2023 – 9 March 2023)**
Basic Human Resources Professional Lanjut
- **OneCHRP (20 February 2023 – 23 February 2023)**
Basic Human Resources Professional
- **OneCHRP (30 January 2023 – 2 February 2023)**
Administrative Human Resources Professional
- **MySkill (15 November 2022 – 22 December 2022)**
Fullstack MS. Excel Basic to Advance Bootcamp