



Ukhti Nur Fillah

ukhtifillah1802@gmail.com | +62 822 5959 8720 | Jakarta Barat

<https://www.linkedin.com/in/ukhti-nur-fillah>

Graduated from the Department of Psychology at Ahmad Dahlan University with internship experience as Human Capital Recruitment and Talent Acquisition. Familiar in operating computers, especially Microsoft Office in personnel data input and assessment system operations. Understanding of administration and scoring of psychological test tools and the recruitment flow. Ready to work effectively in a team or independently, and dedicated to being a Staff in the field Human Resources.

EDUCATIONAL

Bachelor of Psychology, Ahmad Dahlan University

2019 – 2023

GPA: 3.76/4.00 (Cumlaude)

Relevant courses: Personality Assessment, Recruitment and Selection, HR Management, Organizational Development

WORK EXPERIENCE

Tribun Network, Kompas Gramedia Group – Jakarta, Indonesia

Talent Acquisition, Internship

Jun 2024 – Present

- Perform the end-to-end recruitment process including job postings, screening CV, and interviewing
- Created a job poster and find suitable candidates, utilize various sourcing methods, including job boards, socialmedia, networking and employee referrals
- Canvassed potential candidates for all positions through LinkedIn or Kalibrr
- Screened more than 200+ CV's for all positions and needs from various region throughout Indonesia
- Conduct initial interviews and case study to evaluate candidates' qualifications and fit for the company needs
- Coordinate and schedule interviews with user and provide feedback to candidates
- Carry out personnel administration processes and document filling including FPTK, PKWT, PPKWT, etc
- Update daily recruitment reports as needed

PT Chandra Sakti Utama Leasing – Jakarta, Indonesia

Human Capital Recruitment, Internship

Mar – Apr 2024

- Perform recruitment HR administration and archive personnel documents
- Responsible for the recruitment process (reaching out candidates via email, chat, or phone, conducting assessments and arranging interview schedules)
- Update daily recruitment reports as needed

Yayasan Sumbang Kawruh Indonesia – Yogyakarta, Indonesia

Administrative Officer, Internship

Jan 2023 – Mar 2024

- Perform end-to-end file administration related to correspondence, data entry and document archiving
- Responsible for handling company-related correspondence
- Prepare and maintain inventory according to the needs of the company or division
- Prepare simple monthly and annual financial statements

PROJECT EXPERIENCE

National Board Summit Road Safety Ranger Z by PT Jasa Raharja

Finance Administration

Jan – Mar 2024

- Prepare a budget to related to accommodation (hotel, meals, transport) and allowances for National Board Summit Road Safety Ranger Z participants
- Building raport cards and establishing communication with National Board Summit Road Safety Ranger Z participants from various universities throughout Indonesia
- Create teamwork planning and minutes
- Make financial reports and income expenses

Flower Carpet UGM Harmoni 2023

Sponsorship Administration

Nov – Des 2023

- Perform the end-to-end sponsorship administration (submission of proposals, preparation of invoices, receipts and tax)
- Established good relationships and communication with 15 sponsors
- Helping the team arranging a 420m² flower carpet and 10 flower installations
- Perform sponsorship fund reports and present them to sponsors

ACHIEVEMENT

Journal Publication

Taujihad (Jurnal Bimbingan Konseling Islam) – Published: Jul 2024

Title: The Role of Parental Social Support, Emotional Intelligence and Self-Esteem on Career Decision Making Self-Efficacy (CDMSE)

Link: <https://journal.uinsi.ac.id/index.php/TAUJIHAT/issue/view/409>

SKILLS

Hardskill: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Dokumen, Spreadsheet, Formulir, Slide), Screening CV, Basic Interviewing, Canva Editing, Psikotest (DISC, IQ, IST, Kraepelin/Pauli)

Softskill: Leadership, Problem Solving, Interpersonal, Team Work, Details

Languages: Indonesian (Active), English (Basic Passive)