

# MUHAMMAD ADIFFATIHA ANANDA PUTRA

East Jakarta | 7<sup>th</sup> May 1999 | 0838-0441-4220

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## **SUMMARY**

Bachelor of Psychology UIN Syarif Hidayatullah Jakarta. Individual with a well-developed leadership and communication skills, highly professional attitude, excellent time management abilities, responsible person, detail-oriented person, single-tasking, and able to work well with the team and individual. Interested about human resources, training development, guidance, counselling and experienced as a HRD Staff

## **WORK EXPERIENCES**

### ***HR BUSINESS PARTNER AREA, SHOPEE XPRESS (JUN 2024 - NOW)***

- Responsible to handle division operation with man power >1.000 employee
- Manage database employee internal & vendor
- Handle end to end process employee issue for area Operations, First Mile, Last Mile and Sorting Centre
- Collaborate with business leaders to understand organizational goals and develop HR strategies that support these objectives
- Collaborate with quality department team to assessment process for employee acting to promotion
- Provide information and ensure that company policies for area are running properly
- Managing promotion, demotion, relocation process for employee
- Monitoring the offboarding process for employees who will be inactive

### ***HRGA COORDINATOR/SUPERVISOR AREA, PT. TUMBAKMAS NIAGA SAKTI (MAY 2023 – MAY 2024)***

- Recruiting, Selection, and Interviewing candidates
- Maintain employee data into the HRIS (pro-int) database to ensure all employee data are valid and up to date
- Manage employee attendance, shift, leave, and overtime
- Handle operational and administration HR
- Handle petty cash operational office
- Manage company asset such as laptop, pc, handphone, vehicle, etc.
- Controlling and scheduling vehicle services
- Create Purchase Requisition and Purchase Order in SAP system
- Negotiation and Dealing with vendor area regarding purchase of goods
- Receive invoice from vendor and create invoice payment voucher to be submitted to accounting department

### ***HR RECRUITMENT & ADMINISTRATION SUPPORT STAFF, PT. GRAHA KARYA INFORMASI (FEB 2022 – FEB 2023)***

- Posting job vacancies on Job Portal or Social Media
- Identified and sourcing top talent in tech position such as Network Engineer, System Engineer, IT Engineer, Project Manager, UAT Tester, IT Business Analyst, Fullstack Developer, and non-tech position such as Receptionist, Project Administration, Account Executive, HRD Internship, and Training Internship
- Interviewing candidates

- Support negotiation and hiring candidate
- Create daily report and weekly report
- Responsible for updating data employees
- Input data new employee, rehire & status alteration in HRIS

***HRD INTERNSHIP, YAASMIN (JAN 2022 – MAR 2022)***

- Manage the division of tasks for the talent management team
- Controlling internship period all the team in Yaasmin
- Create a list employee needed, which includes the position and number of the team
- Create a recruitment plan which includes the registration period and how to apply
- Sourcing talent in social media and job portal
- Screening candidates and interview candidates in position Social Media Specialist, Content Creator, Marketing, Nano Influencer, and Graphic Designer

***FREELANCE TECH RECRUITER , PT CUDO COMMUNICATIONS (JAN 2022 – FEB 2022)***

- Sourcing talent for project Cudo Communications to OCBC NISP
- Conducting recruitment process, such as sourcing talent in sosial media and jobportal
- Conducting selection process, such as Screening CV and Interview candidate
- Complete data and in formation candidate into CV template and interview questionnaire
- Sending all files candidate and attach to coordinator email

***FREELANCE SURVEYOR , PT BERKAH SAMPAH NUSANTARA (OCT 2021 – NOV 2021)***

- Travelling around using avehicle to find location area
- Conducted a survey to traders, interviewed them and record the answer given

***FREELANCE DATA ENTRY , PT TELKOM LANDMARK TOWER (AUG 2021 – SEP 2021)***

- Input data from the control card into a spreadsheet
- Checking existing data
- Recapitulating the results of participants data that entered day to day
- Reporting data to coordinator events

**EDUCATION**

- **UIN SYARIF HIDAYATULLAH JAKARTA, PSYCHOLOGY (2017 – 2021), IPK 3.47**
- **SMAN 9 BEKASI (2014 – 2017)**

**ORGANIZATIONAL EXPERIENCES**

- **MAR 2020 – DEC 2021**  
***EVENT COORDINATOR STAFF, HEYSOBOFFICIAL (SOB COMPANY)***
- **DEC 2020 – NOV 2021**  
***EDUCATION & TRAINING MANAGER, LEMBAGA LAPENMI HMI CIPUTAT***
- **NOV 2018 – DEC 2020**  
***STUDENT AND INSTITUTIONS STAFF, HMI KOMISARIAT PSIKOLOGI CIPUTAT***
- **AUG 2015 – JUN 2016**  
***PUBLIC RELATION STAFF, ROHIS SMAN 9 BEKASI***

## **COURSES & TRAINING**

- Offline Training Basic Excel by PT. Graha Karya Informasi (2023)
- Online Courses, “Basic Concept of Human Resources and Payroll Processing ” by Mekari University (2021)
- Online Courses, “Human Resources”, by Harisenin.com (2021)

## **SKILLS AND COMPETENCY**

- Ms. Word & Excel
- Ms. Outlook
- Team Management
- Communications
- SPSS Software
- DISC Test
- CFIT Test
- Screening & Interview
- Tech Recruiting
- Leadership
- Negotiations
- SAP GUI Software
- WPT Test
- Google Sheets