



ILHAM RABBANI SANTOSA

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SUMMARY

Graduated from S1 Psychology Jayabaya University with a GPA of 3.46. Over 1 year and 4 months of experience in Human Resources, with a strong focus on recruitment. Actively engaged in organizational and social activities throughout college. Confident in leveraging skills to make a meaningful contribution within Human Resources. Proficient in Human Resources practices, psychological assessment tools, recruitment, interviewing, communication, administration, strategic planning, and Microsoft Office and Google Workspace.

EXPERIENCE

HR Recruitment, PT. Gaya Makmur Mobil

June 2024 - October 2024

- Managed end-to-end recruitment for over 30 diverse roles, from entry-level to managerial positions, achieving manpower fulfillment within tight timelines.
- Conducted psychotest process starting from Administration, Scoring, to resume of psychotest results (WPT, DISC, PAPI KOSTICK, and MSDT).
- Interviewed over 150 candidates, ensuring comprehensive screening and acquisition of qualified talent.
- Discussed with users to develop job requirements and qualifications.
- Performed phone screenings to assess candidates in the initial recruitment process.
- Approached potential candidates via LinkedIn for certain positions.
- Prepared recruitment reports (weekly and monthly) to track recruitment progress.
- Discussed with users regarding the recruitment process starting from the interview schedule to the interview results.
- Coordinated with job fair organizers and handled pre-event requirements to attract suitable talent.
- Established partnerships with educational institutions to source potential candidates.

Event Planner & Recruitment, PT. Tata Jiwa Sehat

Feb 2023 - March 2024

- Responsible for planning, coordinating, and executing multiple events both large and small events.
- Conduct end-to-end recruitment, CV screening, and interviews for event volunteers.
- Develop event and content plan to promote the event.
- Performing typesetting and paraphrasing of a booklet on mental disorders for a seminar module.
- Successfully ran 3+ events and recruited 25+ volunteers every month.

Executive Chairman BEM of Psychology, Jayabaya University

June 2022 - June 2023

- Formed cabinets, lead organizations, and make connections with other parties.
- Develop a one-year work program plan and create two additional work programs.
- Represent students in internal and external forums and advocate for student interests.
- Planning, implementing, analyzing and evaluating the performance of BEM in general.
- Successfully ran 11 work programs and reached 500 participants outside the university.

EDUCATION

Jayabaya University

Sep 2020 - Feb 2024

Bachelor of Psychology

- Cumulative GPA: 3,46
- Thesis on "The correlation between Work Values and Turnover Intention of Generation Z in Jakarta Startups"
- Executive Chairman BPM of Psychology
- International Webinar Speakers with Thaksin University
- Psychological First Aid Volunteers for Cianjur Earthquake Survivors
- Psychology Trainer for the 2023 Ramadhan Education Roadshow

COURSES

MySkill

2024

Human Resources Fundamental, Understanding Recruitment Process, Talent Acquisition, Recruitment, Onboarding, and Offboarding, and Microsoft Excel Basic.

Solutiva Academy

2024

Psychology Test Tools for Staff & Non Staff

Faculty of Psychology, Jayabaya University

2023

Psychological First Aid

ADDITIONAL INFORMATION

- **Expertise:** Human Resources, E-Recruitment, End-to-end Recruitment, Microsoft Office, Google Workspace, Psychological Test Tools, Canva, Administration, and Copywriting.
- **Soft Skills:** Time Management, Critical Thinking, Problem Solving, Organizational Skills and Public Speaking.