

# An Nisaa Clarissa Sapphira

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## EXECUTIVE SUMMARY

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A visionary & smartworking-person with demonstrated history of working in consumer goods & fin-tech companies; proven success in recruiting for various roles; experienced in using job portals and other administrative tools. Have a great passion in Talent Acquisition/Talent Management/Learning Development role and always seek for a challenging position in a progressive organization that will utilize my talents and provides me with an opportunity for personal and professional growth.

## EDUCATION

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**Universitas Tarumanagara- Jakarta, Indonesia**

Psychology - Current GPA: 3.65 / 4.00

2018 – 2022

## PROFESSIONAL EXPERIENCES

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**PT. Bali Hai Brewery Indonesia**

Sr. Talent Acquisition – Fulltime

Aug 2022 – Jun 2023

- Manage end-to-end recruitment process by approaching active & passive candidate (from receiving MPP til onboarding)
- Hiring for Supervisor - Managerial level
- Manage all recruitment process, budgets, targets for fulfillment
- Make a timeline strategy for all recruitment process
- Conduct online assessment & reporting for all positions
- Ensure recruitment is implemented properly in accordance with the Key Performance Indicator (KPI) & Service Level Agreement (SLA)
- Coordinate and calibrate with hiring managers to identify staffing needs
- Handle and organize recruitment process in HO & Branch
- Manage administration needs and onboarding preparation
- Coordinate with third party; vendors/outsources to keep updated with the recruitment tools
- **Role: Business Development • Sales • Marketing • Finance • Engineer • Tech • HR • Operations**

**PT. Dompot Harapan Bangsa – OY! Indonesia**

Talent Acquisition - Internship

Apr – Jul 2022

- Provide qualified candidates for BD, Partnership, & Marketing positions through executing recruitment process (sourcing, screening, interviewing, background checking, onboarding)
- Experience in hiring for Manager, Lead, and Senior level
- Use various methods to recruit potential candidates through job portals (LinkedIn, Kalibrr, & candidates hunting)
- Communicate regularly with HR department & Users to get a clear view of company's hiring needs and organizational goals
- Plan engagement and branding event internally & externally.
- **Role: Business Development • Sales • Marketing • Partnership**

**PT. Bank Permata, Tbk.**

HR Talent Management - Internship

Feb – May 2023

- Provided qualified candidates for MT Program (BAP & GMAP) through executing recruitment process (sourcing, screening up to 200+ CVs per day, conducting online assessment, and contacting candidates to make sure they are finishing their online assessment)
- Analyzed candidates' online assessment results for further processing in the recruitment stage
- Effectively helped to manage HR concerns and the department workflow by scheduling and rescheduling candidates' interview schedule and/or refer them to other open position
- **Role: MT Sales**

## ORGANIZATIONAL EXPERIENCES

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**Student Executive Board of Universitas Tarumanagara**

Advisor of Advocacy and Student Welfare Department

Jul 2021 - present

- Provided and offer advices to the Chairman, Vice Chairmans, General Secretary, General Treasurer, and the department's staffs
- Supervised all the work in the department and on the projects held by BEM UNTAR
- Ensured that the department works and the projects going well without any hiccups.

- Ensured all students have their voice heard and their rights defended by running advocacy function
- Organized a daily project named "RUANG SUARA" to discuss gaps and complaints faced by students at the university
- Proposed letters to the chancellors about the gaps that occur on campus, such as tuition fee allocation during the pandemic, campus facilities, and the quality of lecturers in each faculty.

## COMMITTEE EXPERIENCES

### **‘Bakti Sosial: ARUNIKA’**, Student Executive Board of Universitas Tarumanagara

Supervisor of the Project

Aug 2021 - May 2022

- Provided advices and supervise all the work in the project
- Monitored the pipeline and progress of the projects by coordinate with the whole of division in the project’s team
- Ensured the productivity and actions of each division.

### **‘LK Internal BEM UNTAR’**, Student Executive Board of Universitas Tarumanagara

Staff of Publication and Documentation Division

Sep 2021 - Jan 2022

- Conceptualized the flow for contents, documentations and other related to the publications and social media of the projects
- Managed and controlled the timelines for publications and ensured end-to-end of the documentation is running smoothly
- Documented the entire event in the form of photos/videos and process them into a summary of events.

### **‘Penerimaan Mahasiswa Baru (PMB) UNTAR’**, Student Executive Board of Universitas Tarumanagara

Staff of Consumption Division

Aug 2021 – Sep 2021

- Provided and distributed food for participants during the event

### **‘Bakti Sosial: Sharing is Caring’**, Student Executive Board of Universitas Tarumanagara

Coordinator of Medical Division

Nov 2020 - May

2021

- Ensured that medicines and medical equipments are available throughout activities
- Managed and supervised the comittee's and wounded partisipants' actions.

### **‘Penerimaan Mahasiswa Baru (PMB) UNTAR’**, Student Executive Board of Universitas Tarumanagara

Staff of Consumption Division

Nov 2020 - Apr 2021

- Provided and distributed food for participants during the event
- Contributed on looking for sponsorships to fund the event’s consumption.

### **‘Tarumanagara Sport and Art Competition’**, Student Executive Board of Universitas Tarumanagara

Staff of Fund and Sponsorship Division

Nov 2020 - Mar

2021

- Supported the events by looking for goods, in-kind services or money given by companies to a non profit organization to fund the event.

## ACHIEVEMENTS

### **Presenter at International Student Exchange Program (ISEP) 2021**

Universitas Tarumanagara

Aug 2021

## SKILLS AND COMPETENCIES

**Skillset** - Industrial/Organizational Psychology, Human Resources, Interviewing, Communication, Leadership, Negotiation, Relationship Building, End-to-end recruitment, Onboarding, Employee Engagement, Employer Branding

**Toolset** - Microsoft Office, Outlook, Slack, Final Cut Pro, iMovie, Canva

**Languages** - Bahasa Indonesia (native), English (intermediate)