

Tasya Irana (Aca)

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SUMMARY

Psychology graduate, class of 2023, with one year of experience in recruitment, talent acquisition, employee relations, HR operations, and HR administration, including compensation and benefits. Adept at using HRIS systems (TALENТА) to streamline HR functions and improve efficiency.

EDUCATION

Gunadarma University

2019 – 2023

Bachelor's Degree of Psychology // GPA: 3.79 out of 4.00

SKILLS: TALENТА, Edabu, Talent Acquisition, Recruitment, KOPOKA, LinkedIn, Glints, Job Street, Pintarnya, KUPU, KitaLulus, Disna Kerja, KarirLab, Behavioral Interview, Competencies-Based Interview, Study Case Interview, Unstructured Interview, Performance Management, Office Management, Document Management, Calendar & Meeting Coordination, Policy Implementation, Project Coordination, Microsoft Office Suite, Correspondence Handling, Event Planning, Database Management, Budgeting, Expense Reporting, Microsoft Office Suite, Google Suite, and Canva.

WORK EXPERIENCE

Alphalitical

Feb 2024 – Aug 2024

HRGA Officer

- Led recruitment for various roles, with an average time to fill of one month.
- Executed the end-to-end recruitment process for various roles, including Strategist Specialist (1) and Data Scientist (1), successfully filling positions such as Project Manager (1), Tax and Accounting Staff (1), Data Engineer (2), Backend Engineer (1), Data Analyst (1), Data Scientist Intern (1), Freelance Admin Sentiment (1), Freelance Data Tagging (4), and Freelance Word Cloud (2).
- Led the migration of HR databases to the HRIS platform (Talenta by Mekari) and developed a 'How to Use Talenta' guide for all employees.
- Prepared, managed, and oversaw budgets for office needs, office supplies, inventory, employee requirements, employee engagement programs, administrative needs, compensation and benefits for all employees, petty cash, and requests from the Board of Directors over the past six months.
- Assisted the HRGA Manager in preparing detailed monthly reports and analyzing employee engagement trends to develop management systems.
- Created over 5 decks for employee engagement programs and company needs.
- Collaborated with the HRGA Manager to update and develop management policies and future management plans.
- Maintained management and employee administration needs, including updating personal data, contract renewals, assessment results, company statements, and managing employee offboarding.
- Administered employee payroll and benefits, including managing EDABU for BPJS Kesehatan and preparing pay slips.

INTERNSHIP EXPERIENCE

PT. Pharos Indonesia

Oct 2023 – Feb 2024

Talent Acquisition Intern

- Executed a full-cycle recruitment process for Clinical, Scientist, Technician and Manufacturing Improvement roles. Including job analysis, talent sourcing, screening, interviewing, and choosing optimal individuals.
- Managed to perform strategic sourcing using various approaches on 8 job portals (LinkedIn, JobStreet, Glints, Pintarnya, Kupu, KitaLulus, DisnaKerja and KarirLab) and 2 social media platforms (@tempatmagang, @anakmagang and @karirspot) to expand potential candidates to fill the role.
- Established open communication with 60+ candidates to ensure a proper candidate experience.
- Participate in the third day of Career Day at Gunadarma University by socializing with 9+ vacant and communicating with 90+ participants.
- Successfully initiated partnerships with 15+ BEM/HIMA/UKM/OSIS in various universities and SMKs in Indonesia.

HRGA Intern

- Contribute to the end-to-end recruitment process for positions including Site Engineering Staff, Human Resources General Affairs Staff, Quality Control Staff, Marketing Staff, Finance Staff, Drafter Staff and Procurement Staff.
- Lead the End-to-End recruitment process for positions including Digital Marketing Intern, Human Resources Intern, Drafter Intern, Site Engineering Intern, Sales Admin Intern, Sales Marketing Intern, General Admin Intern and Finance Intern.
- Conducted and led weekly intern meetings.
- Organized 2+ logistics expeditions (LalaMove, GoSend Instant), and organized 2+ bank for payroll needs (BNI and BRI).
- Successfully building partnership with 5+ University in Jabodetabek (President University, UNJ, PNJ, Gunadarma University, UKI).
- Budgeting for transportation, accommodation and household needs for 40+ handyman who transfer from Jakarta to 4 site out of Jakarta (Bintan, Sumbawa, Bali and Pariaman).
- Contribute in the training and development program for 13 site engineer interns, 2 HRGA interns, 4 digital marketing interns, 3 sales marketing interns, 1 general admin interns, 1 finance intern, 2 sales admin interns and 5 drafter interns a structured curriculum.
- Lead evaluation program for 7+ interns such as KPI and Weekly Report.

ORGANIZATIONS**Human Capital Officer, Ruang Teras****2023**

- Person In Charge for Counselor End-to-End Recruitment, database administration, SOP Development and improvement, contract distribution and management, attendance management, and raport management.

Head of Human Resources, Realition**2023**

- Lead End-to-End recruitment process, 1 training and 1 bonding program, also evaluation process such as horizontal and vertical evaluation, and KPI.

Human Resources Staff, Mataharikita.co**2023**

- Assisted in End- to- End recruitment Process, and Person in Charge of horizontal and vertical evaluation, KPI, attendance management, raport management, evaluation meeting, and SOP distribution.