

# EVA SALSABILLA

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## SUMMARY

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Graduated in Psychology from University of Indonesia in 2023 with collaborative experience and communication skills and participated in several Internship programs with psychological test instruments competencies. Passionate, highly motivated, strong curiosity, and willing to learn Human Resources & People aspects.

## PROFESSIONAL EXPERIENCES

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### **Parrish & Company – Jakarta**

Nov 2023 – Present

#### *Recruitment Consultant*

Full 360 recruitment consultant assisting partnering companies in hiring senior management and high-level executives' position.

#### Business Development

- Acquiring new clients.
- Conducting recruitment services presentation to both Client and Candidates.

#### Account Management

- Managing & maintain professional relations with Clients and Candidates.
- Develop and implement recruitment/career development partnering with Clients and Candidates.

#### Consultancy

- Talent acquisition tailored to the Clients' need.
- Reviewing applications, managing interviews and short-listing candidates.
- Checking reference, suitability and credibility of the Candidates.
- Briefing Candidate about the responsibilities, compensations and benefits of the job in question.
- Consultancy to both Clients and Candidates on salary rates, training and career progression.
- Developing a deep understanding of client companies and recruitment needs.

### **PERSOLKELLY Indonesia – Jakarta**

May 2023 – Nov 2023

#### *Associate Recruitment Consultant*

- Handle end-to-end recruitment cycle on behalf of clients (sourcing, screening, interview, guiding user interview for candidate, negotiation, and on-boarding)
- Headhunting, talent sourcing, and screening using multiple sourcing channels such as LinkedIn RPS, SiVA Jobstreet, and candidate referrals.
- Create candidate report to be provided to clients.
- Assist and support the candidates throughout the hiring process until the final stage with the client.
- Responsible for the client and candidate relationship management.
- Conduct sales activities and business development efforts to acquire new clients.

**PT. Potensi Bumi Sakti (Arsari Group) – Jakarta**

Jan 2023 – Apr 2023

*Human Resources - Recruitment Area*

- Create a job description for the desired candidate.
- Headhunt, identify, screen, shortlist, and reach out to more than 40 candidates on LinkedIn or through networking on a daily basis.
- Conduct quick calls and phone or video interviews for over 15 candidates, filling various positions at the assistant manager level during the first month of employment.
- Assist with interviews for high-level positions such as managers and directors.
- Create candidate report as interview results to be given to users.

**PT. Petronesia Benimel – Jakarta**

Aug 2022 - Sep 2022

*Human Resources Development - Internship Program in Recruitment Area*

Successfully carried out the assessment process for a total of 44 employees within two months, which included:

- Setting up measurement tools and conducting psychological tests through zoom meetings for employees starting from the operator level to the superintendent level
- Scoring and interpreting the results of psychological tests
- Interviewing employees based on the results of psychological tests and the company's competency's system
- Successfully interpret the overall assessment results and make decisions about employee levels based on the company's competency level system.

**PT. Dominos Pizza Indonesia - Jakarta**

Feb 2022 - Jul 2022

*Human Resources - Internship program in Compensation and Benefit Area*

- Manage employee benefits and reimbursements, including receiving, checking, and recapitulating the Transport of Duty Allowance, Marital and Mourning Allowance
- Created and sent approximately 1100 letters of agreement, employee appointment letters, and employment letters.
- Hired approximately 180 new employees by entering data into the Darwin Box System
- Registered and reported around 189 WLTK of Domino's Pizza branch offices to the Ministry of Manpower

**AIDE Consultant Indonesia - Yogyakarta**

Jun 2021 - Jul 2021

*Internship Program in Media Partner Division*

- Responsible for building relationships with several companies and media platforms.
- Contact several media platforms to propose cooperation and engage in negotiation.
- Make a deal and monitor the progress.

**AIDE Consultant Indonesia - Yogyakarta**

Jun 2021 - Jul 2021

*Internship Program in Social Media Division*

- Created a strategy to build engagement and followers on social media.
- Contributing to the company's Instagram increase in follower count by 5000 in 1 month.
- Created content design, achieved around 1000 likes for each content.
- Became a speaker for online webinar.

## **AIDE Consultant Indonesia - Yogyakarta**

May 2021 - Jun 2021

*Internship Program in Event Division / PIC*

- Created a three-session marathon webinar for a month.
- Collaborated with several media partners to promote the event.
- Coordinate and monitor overall activities.
- Get more than 1700 registrant participants.

## **EDUCATION**

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### **Universitas Indonesia - Depok, Indonesia**

Aug 2019 - Jan 2023

*Psychology, GPA. 3.73 of 4.00*

## **SKILLS & ACHIEVEMENTS**

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- **Soft Skills:** Communication Skills, Time Management, Attention to Details, Adaptability
- **Hard Skills:** Microsoft Excel, Google Workspace, Interview Skills
- **Interest:** Human Resources Development, Recruitment & Selection, Research
- **Achievements (2021):** Intern Award AIDE Consultant Indonesia - Tersolutif
- **Achievements (2022):** Best Performer on MAP Internship with a score of 92,5/100

## **REFERENCES**

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### **1. Wisnu D Dwintara, CHRO & Director in ARSARI Group**

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### **2. Ririn Yulianti, Executive Recruitment in PT. Potensi Bumi Sakti (ARSARI Group)**

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