

# RAFLI PRIBADI

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## PROFILE

A graduate with a Master's degree in Industrial and Organizational Psychology. Experienced as a Human Resources intern at corporate companies, a data administrator at universities, and a scorer and tester in a psychology bureau. Expertise in competency assessment and psychological test administration. Demonstrates a willingness to learn, adaptability to various situations, excellent communication skills, and a high level of enthusiasm in diverse work environments.

## WORK EXPERIENCES

### ❖ Sep. 2024 – Sep. 2024

#### **Payroll Admin Senior Staff | BRC Group, Jakarta**

##### •Responsibilities:

- Managing payroll process, ensuring seamless coordination between my company and our outsourcing partner.
- Tracking and verifying payroll data, ensuring compliance with contractual agreements, and addressing any discrepancies to maintain accurate and timely compensation for outsourced employees.

### ❖ Feb. 2024 – Sep. 2024

#### **Human Resources Intern | Bakrie Renewable Chemicals, Jakarta**

Corporate Office

##### •Responsibilities:

- Administered various psychological tests to new employees, including CFIT, IST, Draw-a-Person, Kraepelin, Baum, DISC, and Papikostick tests.
- Scored various psychological tests independently and to read the results.
- Managed employee data proficiently.
- Conducted monthly quizzes based on the company's core values and managed the data using Excel.
- Developed and updated company policies and human resource policies.
- Created content for the e-learning program and assisted in building the website.
- Conducted, managed the data, and presented the results of a company survey to evaluate how well employees implement the company's core values in their work and daily life.

##### •Achievements:

- Successfully administered and scored a range of psychological tests independently.
- Efficiently managed and organized employee data.
- Enhanced employee engagement through monthly quizzes.
- Contributed to the development and updating of company policies and human resources policies.
- Played a key role in the development of the company's e-learning platform.
- Improved understanding of core value implementation through the company survey by conducting, managing the data, and presenting the results.

### ❖ Sept. 2023 – Oct. 2023

#### **Intern Data Administrator | Gunadarma University, Depok.**

##### •Responsibilities:

- Organized educational progress data of Gunadarma university students.
- Conducted personal information gathering of the students.
- Ensured data availability for the superior to access.

❖ **Jul. 2023 – Aug. 2023**

**Tester and Scorer | Rajawali Counseling Indonesia, Depok**

Psychology Bureau

• **Responsibilities:**

- Administered various psychological tests to students, including IST, WPT, HTP, RMIB, CPM, and Pauli.
- Conducted observations of students throughout the testing process.
- Scored psychological tests independently and interpreted the results.

## EDUCATIONAL BACKGROUND

- **Gunadarma University, Jakarta | 2022 – 2023**  
*Master of Science in Industrial and Organizational Psychology*  
GPA: **3.68**/4.00
- **Gunadarma University, Depok | 2018 – 2022**  
*Bachelor's degree in Psychology*  
GPA: **3.78**/4.00

## SOFT SKILLS

- Adaptability
- Communication Skills
- Commitment
- Detail-Oriented
- Flexibility
- High Spirited
- Problem Solver
- Relentless
- Time Management
- Teamwork

## HARD SKILLS

- Administrative Assignment
- Competency Assesment
- Data Analysis
- IBM SPSS
- Filmora Wondershare
- Google docs, Sheets, Slides, Form
- Microsoft Word, Power Point, Excel
- Psychological test Administration

## LICENSE

- **Certificate of Competence | 2022 – 2025**  
Badan Nasional Sertifikasi Profesi  
Occupation of Human Resource Recruitment and Selection Senior Analyst