
Addinda Zeirabanu Khairani

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Professional Summary

Result-oriented person with 2 years of hands-on experience in HR fields. Proven expertise in talent acquisition, employer branding, employee engagement, and HR things. Strong interpersonal and communication skills, coupled with a commitment to fostering a positive workplace culture.

Experience

- 04/2024 - Current **PT. Medco E&P Indonesia** - South Jakarta
Employee Engagement & Expatriate Service Delivery
- Managing the distribution process of Employee Shared Award Plans (ESAP), ensuring accurate and timely implementation across relevant employee groups
 - Maintaining employee personnel data in the Electronic Document Management System (EDMS) for streamlined and compliant record-keeping
 - Oversaw the Service Award process, including calculating employee service anniversaries, managing the provision of placard and gold coins, ordering awards, coordinating payment approvals, and distributing awards
 - Assisting in contract creation for Service Award orders & procurement
 - Executing improvement projects related to People Movement processes: creating benefit mappings & developing supporting documents
 - Assisting in the onboarding process for expatriate employees by ensuring all required documentation was prepared and submitted
- 06/2023 - 12/2023 **PT. Prudential Life Assurance** - South Jakarta
Talent Acquisition & Employer Branding
- Handled end-to-end recruitment process for Prudential Life Assurance internship & apprenticeship roles (job posting, sourcing, interviewing, user interviews invitation, working tools preparation, onboarding & offboarding preparation)
 - Involved in the hiring process of Kampus Merdeka MSIB Program
 - Sources and passive candidates using several external company tools
 - Actively coordinated with users, HR Ops, HRIS, and IT Support for the intern's hiring process
 - Successfully filled hiring requests within 2 weeks on average
 - Supported Employer Branding activity, such as Company Visit, Campus Hiring, Job Fair, and Sharing Session
 - Designed internal & external event posters
- 03/2023 - 06/2023 **MSBU**
Tech Recruiter
- Established a network of contacts and built relationships with potential candidates to increase the talent pool
 - Utilized social media platforms to promote job openings and engage with potential candidates
 - Utilized advanced Boolean search techniques to identify & connect with passive candidates
 - Developed creative recruiting strategies that met anticipated staffing needs
 - Conducted phone call interviews with potential candidates and assessed their suitability for the role
- 02/2022 - 02/2023 **FOTOYU** - West Jakarta
Human Resources Intern
- Conducted end-to-end recruitment process for Operation Team (Marketing, Photographer, Sales), Intern & Full-Time Positions (Marketing, Community Agent, HR, Legal, Content Creator, Graphic Design, Back-End Engineer, Front-End Engineer, AI, QA Tester, & IT Product Manager)
 - Held monthly gathering events to increase employee engagement in online or offline settings
 - Supported the development and implementation of HR initiatives and HR systems
 - Maintained accurate and up-to-date human resources files, records, and documentation
 - Updated HR databases (e.g. new hires, annual leaves, sick leaves)
 - Managed the hiring process, including job postings, screening, interviewing, and onboarding processes

- 10/2021 - **Generasa**
11/2021 **Human Resources Development**
- Processed and managed database in the community
 - Assessed work reports from all divisions or teams
 - Evaluated the performance of all staff
 - Conducted recruitment process for potential candidates for the next batch
 - Brainstormed with other human resource personnel to determine ways to recruit top talent
- 09/2021 – **Berbagi Cerita**
11/2021 **Public Relation Officer**
- Cooperated with clients, peer counselors, and psychologists
 - Interacted with followers on social media and follow up clients related to their counseling schedule
 - Planned and organized webinars
- 05/2021 - **Butterfly Project**
08/2021 **Human Resources Staff**
- Developed, managed, and optimized human resources planning in the projects
 - Conducted recruitment process for potential candidates
 - Implemented systematic development procedures
 - Monitored employee performance

Organizational Experience

- ✓ HIMPSIKO BINUS
Staff of Creative Division for Psypreneurship
 - Designed the theme, content, and graphics of the event
 - Revised content, ideas approvals, and provide feedback for the designs
 - Conceptualized visual based on requirements
- ✓ HIMPSIKO BINUS
Staff of Funding Division for Psypreneurship
 - Arranged funding for the continuity of the event
 - Coordinated, and implemented cost plans for event
 - Develops and administers budgets in assigned areas of responsibility
 - Implements and allocates resources following budget approval

Education

- Binus University** - West Jakarta
Bachelor's Degree: Psychology
- ✓ Graduated in 3,5 years & achieved 3.59 GPA
 - ✓ Thesis Title: *The Correlation between Coping-Stress and Psychological Well-Being of PT. X Offshore Employees which applies Roster Work System*

Certifications

- Coursera - University of Minnesota: Preparing to Manage Human Resources
- Coursera - Google: Foundations of Project Management
- Coursera - University of Colorado: Inclusive Leadership "The Power of Workplace Diversity"

Skills

- Basic Tools: Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Visio, Google Workspace, SPSS, Canva, Adobe Photoshop, Miro, Business Process Management (BPM)
- Recruitment Tools: LinkedIn Recruiter, Glints, Kalibrr, Indeed, Jobstreet, Workday, Jora