



SAD'HA KAYLA ANJANI

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East Jakarta

I'm deeply passionate about human resources and excel at building connections, both independently and collaboratively. With a meticulous and organized approach, I bring a year's worth of valuable experience in recruitment and nurturing relationships. I'm skilled at identifying, engaging, and evaluating individuals or clients to meet their specific needs.

Education Level

Brawijaya University - Malang, East Java

Aug 2018 - Jan 2023

Bachelor of International Relations, 3.62/4.00

- Concentration: Global Political Economy

Work Experiences

PT. Shopee International Indonesia - Jakarta

Aug 2024 - Present

People Search (Recruiter)

Shopee is the leading e-commerce platform in Southeast Asia and Taiwan. It is a platform tailored for the region, providing customers with an easy, secure and fast online shopping experience through strong payment and logistical support.

- Oversee the entire recruitment process, from job postings and candidate screening to interviewing, reference checks, offer negotiations, and employment agreements (covering entry-level to senior associate positions)
- Supporting recruitment process for business development and operations team (covering Jakarta-Jogja/Solo area)
- Successfully filled 2 entry-level roles within one month of joining the company
- Develop and maintain a network of potential passive candidates to address hiring needs
- Consistently reach out to 10+ potential candidates daily and conduct 4-5 interviews per day
- Collaborate with hiring managers to understand job requirements and ensure alignment throughout the recruitment process

3000 Group - Jakarta, Indonesia

Dec 2023 - Aug 2024

Talent Acquisition Specialist

A lifestyle brand company that have several business line such as TRIPO 3000 (EO); A3000 (Building Management); Figure (Creative Agency); 3000 Gastronomica (Food & Beverage).

- Sourced candidates and filled vacant positions across various business unit: 3000 Group (Holding Group), Tripo 3000 (EO), A3000 (Building Management), and Figure (Creative Agency), Gastronomica (F&B)
- Managed the entire recruitment process for Tripo 3000's project (Suryanation.id), successfully filling over 10 positions across Indonesia
- Oversaw contract employees and handled various tasks related to Suryanation.id staffing
- Conducted all aspects of recruitment, including advertising, interviewing, testing, selecting candidates, checking references, negotiating offers, coordinating relocations, and onboarding new hires
- Participated in negotiations and other efforts to solve problems between the company and employees
- Assisted in ad hoc employee engagement, building positive working culture and productive organization

Internship Experiences

RecruitFirst - Jakarta

Sep 2023 - Dec 2023

Recruitment Consultant Intern

Recruitment and staffing firm that is part of the HRnetGroup, a Singapore-listed company with 13 brands in recruitment and talent solutions.

- Source and attract candidates through various channels including job boards, social media, and referrals
- Conducting 20+ candidate interviews weekly to assess their skills and qualifications
- Creating and nurturing relationships with client companies, comprehending their hiring needs, and offering customized recruitment solutions
- Achieved high conversion rate for profiles submitted to clients, including successful client interviews, in the first month (with sales value around IDR 200Mio)
- Manage diverse positions including: IT Infrastructure, IT Planning & Security, Tech Lead, IP Core Engineer, FTTH & DWDM Engineer, Sales Manager, Partnership Manager, Financial Planning & Analyst, Head of HR, and more
- Industries: IT consulting, Pharmaceutical, Telecommunications, Mining, Machinery Manufacturing, Furniture & Building Management, Logistics & Procurement Services, FMCG, etc

Brick - Jakarta

Feb 2022 - Apr 2022

People Team Intern

Brick provides B2B payments and data aggregation platforms to help companies build bulk payment capabilities and personalized products tailored to business needs. Having a mission to democratize financial services in Southeast Asia - by empowering innovators to build amazing products.

- Supported interview and recruitment processes from approaching potential candidate to offering letter (intern & entry level)
- Assisted outbound & shortlisting 15+ new candidates resume per day for senior roles
- Facilitated and coordinated the training programs (English Course)
- Built, conceived & raised Brick's employer brand awareness through all communications channel
- Supported on-boarding process and the off-boarding process through HR systems
- Managed and ensured the accuracy of data-entry and e-filing for employee records on relevant HR systems are up to date

Brick - Jakarta

Aug 2021 - Feb 2022

Payment- Partnership Intern

Brick provides B2B payments and data aggregation platforms to help companies build bulk payment capabilities and personalized products tailored to business needs. Having a mission to democratize financial services in Southeast Asia - by empowering innovators to build amazing products.

- Research, identify and target key market players
- Created an outbound prospecting strategy to maintain a healthy partnership pipeline
- Assisted the business team to qualify marketing and sales leads and convert them into meetings and potential clients
- Maintained communications with 15+ new and prospective business partners
- Approached 10-20 new payment clients each day to expand potential business
- Initiated 5+ meetings with new payment clients per week

Skills, Achievements & Other Experience

- **Skills:** Interpersonal Skills: Communication, Recruiting & Interviewing, Event/Project Planning, Conflict & Time Management, Leadership, Teamwork, Agibility
- **Skills:** Technology Skills: Microsoft Workspace, Google Workspace, HRIS, ATS Software, CRM, Photoshop, Social Media (Instagram, Twitter, Linked In, etc)
- **Skills:** Language Skills: Indonesia (fluent), English (advanced), Korean (beginner)
- **Achievements** (2021): Best Ambassador - #OkayFellas I Am Okay