

ALIA RASIKA PUTRI

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Portfolio : <https://bit.ly/Alierasika-Portofolio> Address: North Jakarta

PROFILE

Have a passion to build a career in the position of Human Resources. Have experience in the recruitment process such as conducted in sourcing candidates through various channels, screening, interview, bonding management, Administration of Employee, BPJS, TNA and have knowledge about People Development & People Engagement such as Job Description, KPI, Performance Appraisal and many more. have experience using Canva, Microsoft Office, Google Workspace, Slack, and many more.

TRAINING

- Talent Acquisition - PT MSDM Indonesia August 2023
- HR Generalist Training- PT MSDM Indonesia March 2023
- Training: Labor regulations applicable in Indonesia- PT MSDM Indonesia February 2023

EXPERIENCES

PT PUSAT GEMILANG INDONESIA

Jan 2024 - Present

- Handle the recruitment processes such as screening, interview, and offering
- sourcing for candidate with various Platform such as LinkedIn, Jobstreet, and other platform
- Registering and updating employee's BPJS Employment and BPJS Health
- Handling Employee Administration
- Handle employee attendance, overtime, and transportation
- Assisted in the management of organizational development such as company regulations and those related to employment law
- Assisted in handling employee relations such as making warning letters, transfer letters, and employee onboarding.
- Planning monthly or annual office events and employee activities
- Handling company social media

PT MOBILITAS DIGITALISASI INDONESIA

Nov 2023 - May 2024

FREELANCE HEADHUNTER

- Sourcing potential candidates in match with the qualifications that have been determined

CAMPAIGN #FORABETTERWORLD

PEOPLE ENGAGEMENT & ORGANIZATIONAL DEVELOPMENT INTERN

Oct 2023 - Jan 2024

- Designed and executed weekly events for all employees, fostering a positive work culture.
- Managed attendance for company events, ensuring smooth coordination.
- Created engaging internal content on a weekly basis for employee consumption.
- Prepared certificates for graduating interns.
- Assisted in drafting freelancer contracts.
- Assisted recruitment processes such as CV screening and Interviews.

PT TUMBUH GLOBAL INDONESIA

HUMAN RESOURCES INTERN

July 2023 - Nov 2023

- Conducted thorough recruitment processes such as Screening, Interviews, and offers
- advertised and sourced candidates on social media platforms and LinkedIn
- Contributed in data analysis and creation of employee performance appraisal reports.
- Monitor the performance of each associate on a daily basis through HR Tools
- Contributed in Training Needs Analysis and conducted training for associates

EDUCATION

ANDALAS UNIVERSITY

August 2018 - August 2022

Bachelor Degree of Food Technology and Agricultural Products, **GPA 3.74**

HARD SKILLS

- Screening CV** : Screened 1000+ CVs
- Interview Technique** : Applying Behavioral Interview
- Microsoft Office**: Capable of using Microsoft Word, Excel (IF, Vlookup, and Pivot Table), and Power Point
- Google Suites** : Capable of using G-form, G-Sheet, G-slide, G-Sheet, and many more
- Canva** : Capable in creating designs for social media and other designs
- Other software** : Slack, Discord, Jira, and Fresh team