

IQBAL TAWAKAL SAPUTRA

Senior Human Resources Recruitment



Experience

● April 2020 - January 2021
PT DIVIJA TRIYASA CREATIVE
COO (Chief Operating Officer) | RECRUITMENT | PERSON IN CHARGE

- Leading a team and company
- Sourcing incoming applicants
- Review Application Documents
- Make an interview schedule
- Send to User/Client
- Weekday, Weekend and Monthly Report

● January 2021 - August 2021
PT DANAMAS INSAN KREASI ANDALAN (DIKA)
SENIOR HR RECRUITMENT (TECH & NON TECH)

- Sourcing incoming applicant documents company jobportal
- Review Application Documents
- Make an interview schedule
- Send to User/Client
- Weekday, Weekend and Monthly Report

● August 2021 - July 2022
PT NUSA TALENTA INDONESIA
SENIOR HR RECRUITMENT (TECH & NON TECH)

- Leader/SPV PIC National Recruitment
- Sourcing applicants who enter the job portal
- Review Application Documents
- Make an interview schedule
- Send to User/Client
- Weekday and Weekend reports To the Chief Executive Officer (CEO)
- Carry out BPJS work for those I have contracted and checked
BPJS to be sent to the Finance division

● August 2022 - April 2024
PT SIGMATECH
SENIOR HR RECRUITMENT (TECH)

- Sourcing incoming applicant documents company jobportal
- Review Application Documents
- Make an interview schedule
- Send to User/Client
- Weekday, Weekend and Monthly Reports
- Conduct a total performance update of the closure quarter every 3 months

● May 2024 - August 2024
PT ACCORD INNOVATIONS INDONESIA
SENIOR TALENT ACQUISITION SPESIALIST (TECH)

- Sourcing incoming applicant documents company jobportal
- Review Application Documents
- Make an interview schedule
- Send to User/Client
- Weekday, Weekend and Monthly Reports
- Conduct a total performance update of the closure quarter every 3 months

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Pamulang 2, Tangerang Selatan

EDUCATION

Bachelor of Management
Universitas Pamulang
2015 - 2021

EXPERTISE

Digital Marketing
Branding
Leadership
Employers Development
Solve The Problem
Desain Grafis
Creative
Interviewing
Research
Recruiting
Strategic Planning
Public Speaking
Microsoft Office

LANGUAGE

English

Indonesian