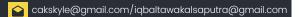


089619579912/089636917824



https://www.linkedin.com/in/iqbal-tawakal-saputra-0b5015207/



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



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 jobporta
- 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