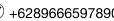
## VIVI SAVITRY KUMALADEWI





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# **Career Objective**

Results-orientated and detail-orientated HR professional with 7 years of experience managing recruitment from sourcing to onboarding in diverse industries including IT companies. Proven ability to craft compelling job descriptions, utilising a deep understanding of technical recruitment best practices and hiring techniques. Proficient in Microsoft Office Suite and Google Workspace. Possess strong attention to detail, excellent communication skills, and a proactive approach to recruitment.



## **Key Skills**

- Microsoft Office (Word, Excel, PowerPoint, Teams and Outlook)
- Google Workspace (G-Meet, G-Form, G-Sheet, G-Docs, and G-Calendar)
- HRIS (Talenta: Super Admin Level), Zoom, Canva, Slack, and Click-up
- HR Generalist
- Strong administration and office management

- Leadership
- Communication
- Organizational
- Strategic thinking
- Technology-Savvy

## **Experience**

#### • Freelancer Recruiter

**December 2023 - Present** 

✓ Full-Cycle Talent Management: Expertise in the end-to-end recruitment process for diverse and multi-level positions (daily workers to C-Level)

### • HR Consultant at PT Kinerja Prima

November 2021 - November 2023

- ✓ Performance Optimization: Developed and implemented initiatives to drive employee performance, including a performance measurement system by setting up Key Performance Indicators (KPIs) to effectively evaluate employee and team performance, training programs, and career development opportunities.
- ✓ Personnel Administration: Building streamlined systems support.
- ✓ Compensation Strategies: Competitive Salary Structure Schemes to attract and retain top talent.
- ✓ Full-Cycle Talent Management: Expertise in the end-to-end recruitment process for diverse and multi-level positions (daily workers to C-Level), from crafting compelling job descriptions and sourcing qualified candidates to conducting successful interviews and onboarding new hires.

#### HR & GA Supervisor at PT Kreasi Data Mandiri

March 2019 - June 2019

- ✓ Performed mass recruitment and onboarding for direct sales positions
- ✓ Manages payroll, benefits administration, and other administrative functions.
- ✓ Supervise day-to-day HR operational tasks

### SPI HR & GA at PD Pasar Bermartabat

**February 2013 - April 2018** 

- ✓ Audits HR and General Affairs processes for accuracy and compliance.
- ✓ Identifies areas for improvement and recommends corrective actions.
- ✓ Ensures adherence to company policies and procedures.

# Project Controller at Nokia Siemens Networks

April 2006 - June 2011

- ✓ Schedule Management: Tracking project progress against established timelines.
- ✓ Risk Management: Proactively assessing and mitigating project risks throughout the lifecycle.
- ✓ Collaboration: Working effectively with project managers, team members, and stakeholders to ensure alignment with project objectives and facilitate successful completion.

### **Education**

 Bachelor Degree in Management with a GPA of 3.60 Indonesia Membangun University (STIE INABA), Bandung September 2010 - February 2012

 Diploma Degree in Business Administration with a GPA of 3.44 Semarang State Polytechnic, Semarang

September 2000 - October 2003