

# 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 (Talanta: 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** **September 2010 - February 2012**  
Indonesia Membangun University (STIE INABA), Bandung
- **Diploma Degree in Business Administration with a GPA of 3.44** **September 2000 - October 2003**  
Semarang State Polytechnic, Semarang