

# Dhiya Ulfah Fauziyyah

## Recruitment Officer

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### PROFILE

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Human resources and recruitment enthusiast with 4+ years experience as freelancer, internship and staff in human resources field. Focus on recruitment role, I'm familiar with end to end recruitment process and used to recruiting candidates from any field. I can quickly adapt to new technology and will to learn new experiences.

### WORK EXPERIENCES

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#### **PT. Bintang Sukses Energi (Mining Contractor) – South Tangerang, Indonesia**

Recruitment Officer ( January 2023 - present)

- Shortlist candidates CV
- Schedule and arrange interview
- Report recruitment per-month
- Offer new employee
- Handle end to end recruitment process

#### **PT. Synergy Engineering (Oil and Gas Consultant) – South Tangerang, Indonesia**

HR Staff (May 2019 – May 2020)

- Handle end to end recruitment process
- Interview candidates
- Handle some HR administration ( Performance requisition form, site employees annual leave, site employees timesheet, etc)
- Exit interview for outgoing employees

### FREELANCE AND INTERSHIP EXPERIENCES

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#### **Career Growth Asia (Head Hunter) – Jakarta, Indonesia**

Freelance Recruiter (March 2022 – present)

- Shortlist and reach potential candidates from LinkedIn
- Search and shortlist new client from LinkedIn
- Handle some administration new candidate before hand over to client

#### **PT. Pertamina Hulu Energi (Oil and Gas) – Jakarta, Indonesia**

HR Training and Development Intern (January 2019 – April 2019)

- Distribute training certificate to employees
- Input RFT form to PHE System
- Manage administration for internship and practical study
- Provide invoice to finance dept

#### **PT. Jalur Nugraha Ekakurir JNE (Logistic) – Jakarta, Indonesia**

Human Capital Intern (September 2018 – December 2018)

- Collect and input individual development training form
- Manage administration employees promotion process
- Manage administration employee training development

## **EDUCATION**

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**State Islamic University Syarif Hidayatullah Jakarta (UIN Jakarta) (2013- 2018)**  
Bachelor of Psychology - GPA 3.12

## **SKILLS AND ABILITY**

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### **Ability**

Microsoft office, interview, conduct psychological test, communication, sourcing CV, administration and willing to work individual and team.

### **Software**

Microsoft Word, Microsoft Excel, Microsoft Power Point, Google Meet, Google Doc, Google Spreadsheet, Canva, Capcut.

### **Language**

Indonesian (Fluent), English (Intermediate)