



# ANNORA ARUM MAHESWARI PUTRI

South Tangerang | 6281283383446 | annoraarum@gmail.com |  
<http://www.linkedin.com/in/annoraarum/>

## Professional Summary

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As a Human Resources Enthusiast with practical experience in recruitment, employee onboarding, and HR administrative functions, I have contributed to smooth HR operations in fast-paced environments. My ability to efficiently handle multiple projects while ensuring accuracy and attention to detail has been key to my success. Currently, I'm looking for new challenges in Human Resources and Recruitment where I can leverage my skills to drive positive results.

## Working Experience

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### Workmate Indonesia

#### *Worker Onboarding Executive, June 2024 – Present*

- Maintaining a smooth onboarding process.
- Screening and qualifying 30+ workers through call interviews.
- Conducting both online and offline onboarding for workers.
- Analyzing data to improve the onboarding process.
- Handling the new sign-up process from ADS.

#### *Worker Onboarding Intern, November 2023 – May 2024*

- Screening and qualifying workers through call interviews.
- Responsible for implementing Workmate Onboarding SOP.

### PT Berlian Feminim Fortuna

#### *Human Resources Part-Time, June 2023 – October 2023*

- Executed an end-to-end recruitment process, including sourcing, screening, and conducting initial interviews with candidates.
- Managed employee leave requests and maintained accurate attendance records to ensure timely and proper tracking.
- Handled the administrative tasks related to BPJS Ketenagakerjaan and BPJS Kesehatan, including employee registration and claims processing.
- Assisted in the payroll process by ensuring all employee data was up to date and preparing necessary documentation for payroll calculation.
- Supported the HR team in ensuring compliance with employment regulations and internal policies.

#### *Human Resources Intern, March 2023 – June 2023*

- Executed an end-to-end recruitment process, including sourcing, screening, and interviewing.
- Managed and updated HR databases in Daily and Weekly of employee records.

## Education

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UIN Syarif Hidayatullah Jakarta, Sociology

2020 – 2024

- GPA: 3.78 / 4.00

## Organizational Experience

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### Whau World

#### *Head of Human Capital Division, **October 2023 – June 2024***

- Oversaw and directed three key departments: Talent Acquisition & Employer Branding, Human Capital General Affairs, and People Development.
- Conducted evaluations, identifying, and improving departmental performance.
- Implemented initiatives for efficient human capital processes and conducted regular reviews for optimization and innovation.

#### *Head of Human Capital General Affairs Dept, **June 2023 – October 2023***

- Led and mentored the Human Capital General Affairs department to ensure seamless HR operations.
- Managed and maintained HR databases, ensuring accurate and up-to-date employee records on a daily and weekly basis.
- Managed and oversaw all organization administration processes, including meeting permits, attendance, resignations, promotions, demotions, transfers, terminations, decision letters, and related matters.

#### *Head of People and Organization Development Dept, **March 2023 – June 2023***

- Lead and mentor the Talent Acquisition and Human Capital General Affairs team.
- Monitor and evaluate the end-to-end recruitment process, ensuring effective strategies and best practices are implemented to attract top talent.
- Monitor, evaluate, and update the employee database, ensuring accurate and up-to-date information for efficient HR operations.

#### *Talent Acquisition Intern, **October 2022 – February 2023***

- Conducted full-cycle recruitment process, from sourcing to onboarding of new hires.
- Handled 100+ shortlist candidates by screening resumes and scheduling 50+ candidates for HR and User interviews.
- Conducted orientation and training sessions for new hires, ensuring they have the necessary tools and knowledge to perform their roles effectively.

### **Kakak Asuh Jakarta**

*Feb 2021 – Sep 2022*

#### *Vice Chairman of Human Resources Division*

- Developed and executed internal training programs to improve soft-skills 60 community members.
- Responsible for the recruiting & interview process. Compile an assessment of the performance indicators of community members during that period with a predetermined rating scale.
- Awarded as "Kakak Asuh of The Month" May 2022 edition.

## Training & Certification

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Comprehensive HR Administration – Mekari	Sep 2023
Sourcing Strategy: Tahap Fundamental dalam Proses Rekrutmen & Seleksi Karyawan – Mekari	Nov 2022
Teknik Competency-based Interview (CBI) dalam Proses Rekrutmen – Mekari	Nov 2022
Hiring Staff – HP Life Course	July 2021
Kelas HR: Serba Serbi Karyawan PKWT – ManajemenSDM.Net	Oct 2023

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