



ALDIVA NURRIZKI AZHAR

0895412870503 | aldivanurrizki.a@gmail.com | www.linkedin.com/in/aldivanurrizki31

Jakarta, Indonesia.

A Law graduate with a strong interest in developing a professional career in both Legal and Human Resource Recruitment. Possesses a solid understanding of criminal, civil, and corporate law, complemented by practical knowledge of end-to-end recruitment processes, including candidate sourcing, interviewing, and psychometric assessments. Demonstrates strong analytical thinking, effective communication skills, and the ability to evaluate information critically to support sound legal and recruitment decisions. Motivated to continuously develop professional expertise in the legal field and HR recruitment.

Education Level

Brawijaya University - Malang, Indonesia

Aug 2019 - Aug 2023

Bachelor of Law, 3.79/4.00

- 1st Place in Muslim Law Fair Scientific Paper Competition, Universitas Gajah Mada
- Bronze Medal at World Invention Competition and Exhibition
- 1st Place in Jawara 5.0 Scientific Paper Competition, UNTIRTA
- Top 10 in the Event of Young Researchers and Economics Students

Work Experiences

PT Finfleet Teknologi Indonesia - Jakarta, Indonesia

Dec 2025 - Present

HR Recruitment

- Acted as HR & Compliance PIC for key client PT Industri Jamu dan Farmasi Sido Muncul Tbk, overseeing recruitment, workforce operations, and employment regulatory adherence.
- Conducted end-to-end recruitment by sourcing and interviewing approximately 20 candidates per month for Sales and Marketing roles, including administering DISC & PAPI Kostick assessments.
- Drafted, reviewed, and validated outsourcing employment agreements, ensuring compliance with Indonesian labor regulations, client policies, and risk mitigation standards prior to employee execution.
- Monitored and managed ±40 field employees, ensuring operational performance, contractual obligations, and workplace practices aligned with SOPs and legal requirements.
- Handled HR administration, including scheduling, attendance tracking, leave management, and employment documentation.
- Prepared operational and performance reports using Excel (Pivot Tables) to support workforce monitoring and client reporting.
- Served as the main liaison between employees and client stakeholders, facilitating issue resolution, contractual clarification, and cross-functional coordination.
- Contributed to the development of an internal E-Recruitment system to streamline hiring workflows, including client manpower requests, candidate submissions, and recruitment tracking.
- Initiated and proposed a recruiter KPI framework within the system, later refined with leadership, to enhance performance measurement, accountability, and data-driven recruitment strategy.
- Provided guidance and initial resolution for employee relations matters, including attendance issues, performance concerns, and contractual clarifications, ensuring alignment with company policies and labor regulations.

PT GOS Indoraya - Tangerang, Indonesia

Apr 2025 - Dec 2025

Recruitment Officer

- Conducted sourcing and contacted over 300 candidates per month for more than 20 different positions across various client companies such as Asuransi Astra Buana, Bank BRI, Toyota Astra Motor, AXA Financial Indonesia, PT GOS Indoraya (internal), and other leading national and multinational companies.
- Accountable for executing the end-to-end recruitment process for the user partner, Indomarco Adi Prima, across multiple regions including all areas in Java, North Sumatra, Denpasar, South Sulawesi, Southeast Sulawesi, and all regions in Kalimantan.
- Successfully submitted more than 50 candidates who passed the initial interview and psychological test stages for further selection by the user.
- Recruited and placed approximately 15 qualified candidates per month based on the client company's needs and requirements.
- Utilized multiple recruitment platforms such as Glints, Pintarnya, LinkedIn, and KitaLulus to attract potential candidates.
- Compiled regular recruitment process reports and maintained an active, well-organized candidate pipeline.
- Coordinated closely with the internal team and user to ensure timely fulfillment of workforce needs in accordance with the agreed SLA.
- Reviewed and verified employment agreements under outsourcing scheme, ensuring compliance with labor regulations (working hours, base salary, benefits, and other key terms).
- Ensured fair employment practices, including salary alignment between outsourced employees and client's direct employees.
- Maintained awareness of different types of employment agreements (outsourcing vs. direct client contracts), with focus on compliance in outsourcing contracts.

- Conducted the recruitment process using an end-to-end approach (Hiring - Onboarding).
- Contacted and interviewed 15 to 20 candidates per month.
- Successfully recruited 3 to 5 candidates per month for positions needed by the company.
- Prepared and managed over 30 recruitment administrative documents, including candidate CVs and employee contracts.
- Assisted in the onboarding process for more than 10 new employees, including company orientation and introduction to HR policies.

- Assisted in handling 5 to 10 legal cases, including criminal, civil, and corporate matters, by providing legal analysis and administrative support.
- Supported attorneys in preparing documents and evidence for court proceedings.
- Drafted over 10 legal documents, including Power of Attorney, Lawsuits, Contracts, and Legal Opinions, for various cases.
- Attended and documented more than 3 court hearings, including preparing legal analysis reports for the law firm's internal use.
- Assisted in the preparation and processing of business licensing documents through the OSS system.
- Wrote over 40 legal articles published by the law firm to enhance public legal literacy.
- Conducted legal research using various online databases and government regulations to support case preparation and client advisory.
- Collaborated with attorneys and paralegals to ensure case documentation was complete, accurate, and compliant with procedural requirements.

- Conduct sourcing to find candidates who match the needs of client companies working with Indonesia Recruiter.
- Contact over 210 candidates weekly for 10 positions, ranging from entry-level to managerial, via LinkedIn.
- Invite candidates for interviews. Potential candidates will receive a direct call for an HR interview.
- Conduct interviews and assist the HR Manager in the HR interview process.
- Review the profiles of candidates and prepare resume summaries of the HR interview results to be submitted to the client company, followed by user interviews.
- Contact and reconfirm the final results of all processes carried out for the candidates.

Organizational Experience

- Involved in over 10 committee activities organized by BMCC, ranging from internal to external events.
- Held up to 2 roles in several activities, such as serving as Public Relations and Design.
- Acted as a Supervisor (SPV) for the Scientific Paper Competition, guiding and overseeing 5 competing teams, each consisting of 3 members, throughout the competition.

- Developed the 2019 HIMAKOPI Community Service Program for a one-year term.
- Executed one of the program's initiatives, HIMAKOPI In Action, by organizing social activities as a form of student awareness and care for the surrounding community.
- Participated in the implementation of other activities that were not projects of the Community Social team, such as national-level competitions, including the Criminal Law Writing Competition.

Skills, Achievements & Other Experience

- **Modules Taken** 📌 (2024): Pendidikan Khusus Profesi Advokat (PKPA) PERADI Jakarta Barat
- **Modules Taken** 📌 (2024): Human Resources & Talent Acquisition Bootcamp
- **Modules Taken** 📌 (2022): TOEFL ITP (SCORE 470)
- **Modules Taken** 📌 (2022): Microsoft Office Desktop Application
- **Hard Skills:** Legal Understanding, Legal Research, Writing Legal Analysis, and Sourcing and Interviewing Candidates
- **Soft Skills:** Team Collaboration, Time Management Skills, Problem Solving, Ability Quick Adaptability, and Communication Skills
- **Interest :** Human Resources Recruitment, Talent Acquisition Specialist, Staff Legal, Legal Officer, Legal Specialist, and Human Resources Generalist.