

# Lintang Fadjri

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lintangfadjri12@gmail.com | <https://www.linkedin.com/in/lintang-fadjri> | Bogor, Indonesia

## PERSONAL PROFILE

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A dedicated Human Resources Development professional with two years of experience in recruitment, employee training, and organizational development. Proven ability to support talent management strategies, enhance employee performance, and contribute to a productive work environment.

## EDUCATION

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**Universitas Indonesia** | Depok City, East Java Aug 2019 – Jan 2023

Social Anthropology – Faculty of Social and Political Science (FISIP UI) GPA: 3.77/4.00

## WORK EXPERIENCES

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• **Faculty of Administrative Sciences, Universitas Indonesia** Jul 2024 – Present

HR Officer

- Maintained and updated faculty data related to academic careers, education, and work experience.
- Planned faculty career development programs in education, research, and community service.

• **PT Manakib Rezeki** Ags 2023 – Jul 2024

HR Generalist

- Handling the recruitment process, from job vacancy announcements, CV selection, and interviews to job offers to selected candidates, and preparing periodic administrative reports, attendance reports, or employee performance reports.

• **PT Argha Karya Prima Industry Tbk** May – Sep 2023

HR People Development

- Designed and implemented 2 main modules in train warehouse and contractor employees according to the Indonesian National Work Competency Standards (SKKNI).
- Completed 50+ internal training with 150 participants for 5 divisions within a month to develop employee skills.

## ORGANIZATIONAL EXPERIENCES

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• **Indosat Ooredoo IM3 Squadron** May – Sep 2021

Team Leader

- Coordinating with 5 group members to build solid teamwork in career development training and creating a start-up called Trash Up.

• **Himpunan Mahasiswa Antropologi Universitas Indonesia** Feb 2020 – Feb 2021

Staff of Academic Affairs

- Project Officer in the Anthropology for Competition LIMAS UI 2020, managed, controlled, and led 30 members, also controlling for 4 divisions, managing relationships, and collaborating with the organization's external stakeholders.

• **Community Service Rumah Cerdas Mengapoi Cito** Mar – Dec 2020

Community Worker

- Creating video Pola Hidup Bersih dan Sehat (PHBS) guidebook and creating learning content through existing media such as storytelling using the doll, managing seminars with 50+ participants, and inviting a resource person from Suku Anak Dalam Jambi.

## **PUBLICATIONS**

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- Treasure of Bridges to The Future (Published in Plan Indonesia with support Google.org, 2022)
- Dinamika Realisasi Program Community Development di Pasar Nanggung oleh Penggerak Muda Pasar Rakyat (Published in Universitas Indonesia, 2022)
- Orang Rimba Menggapai Cita Pandemi Covid-19 Tak Surutkan Langkah (Published in Lembaga Kajian Budaya Indonesia, 2021)

## **ACHIEVEMENTS**

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- Best Essay Finalist at BlasOut Event Gajah Mada University, 2022
- Nominated for Most Outstanding Student of FISIP UI for Community Service Category 2022
- 3<sup>rd</sup> Trivia LIMAS FISIP UI 2019

## **SKILLS**

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- **Hard Skills** : Microsoft Office, Canva, and VN
- **Language** : Bahasa Indonesia (Native) and English (Intermediate)
- **Certificate** : Community Worker Kemendag 2022, and Facilitator UMKM Kemnaker 2023