

DINDA AISYAH KESUMAPUTRI CAHYANA

Tangerang, Banten | +6287784508756 | akpcdinda@gmail.com | www.linkedin.com/in/dindaakpc/

SUMMARY

Human Capital Professional with proven experience in talent acquisition, learning & development, organizational transformation, vendor management, and procurement operations. Skilled at aligning people and operational strategies with business objectives, optimizing workforce capability, and driving efficiency while fostering a positive, high-performance organizational culture.

WORKING EXPERIENCE

PT Beatrice Sandang Indonesia (Beatrice Clothing) – West Jakarta

Talent Acquisition & Development Specialist (HRGA) (May 2026 – Present)

- Drive end-to-end talent acquisition by managing sourcing, selection, and onboarding, ensuring timely placement of high-quality candidates to meet organizational needs.
- Analyze workforce competencies and training needs, conducting performance evaluations to identify skill gaps and implement targeted learning initiatives that enhance employee capabilities.
- Develop and implement company-wide SOPs, standardizing processes to improve operational efficiency, compliance, and overall organizational performance.
- Oversee employee separation processes, including resignations, terminations, exit interviews, clearance, and final settlements, ensuring accurate documentation and smooth transitions.
- Supervised daily General Affairs operations to ensure smooth business operations.
- Managed General Affairs functions, including office facilities, company assets, office supplies, and maintenance.

PT Lintas Bahari Nusantara – North Jakarta

Talent Acquisition & Development Analyst (Feb 2025 – May 2026)

- Drive end-to-end talent acquisition by managing sourcing, selection, and onboarding, ensuring timely placement of high-quality candidates to meet organizational needs.
- Analyze workforce competencies and training needs, conducting performance evaluations to identify skill gaps and implement targeted learning initiatives that enhance employee capabilities.
- Develop and implement company-wide SOPs, standardizing processes to improve operational efficiency, compliance, and overall organizational performance.
- Oversee employee separation processes, including resignations, terminations, exit interviews, clearance, and final settlements, ensuring accurate documentation and smooth transitions.
- Enhance HR and organizational operations by supporting employee services and collaborating with General Affairs to optimize processes and strengthen the employee experience.

PT Pos Logistik Indonesia – Central Jakarta

Vendor Management Analyst (June – Oct 2024)

- Onboarded approximately 10 new vendors weekly across shipping, trucking, and logistics, enhancing supply chain reliability.
- Negotiated contracts and optimized procurement processes, achieving a 10% reduction in costs while improving service quality and delivery timelines.
- Monitored vendor performance and compliance, overseeing contracts, quality standards, and supplier evaluations to ensure operational excellence.
- Implemented vendor risk management strategies to mitigate supply chain disruptions and ensure regulatory and company compliance.
- Collaborated with cross-functional teams to align vendor capabilities with business needs, enhancing operational efficiency and customer satisfaction.

PT Pos Logistik Indonesia – Central Jakarta

Human Capital Development (April 2023 – June 2024)

- Managed end-to-end recruitment for 100+ sales personnel nationwide within 3 months, ensuring timely placement of high-performing talent.
- Planned and executed 6+ training and development programs, both internal and external, to enhance employee skills and capabilities.
- Oversaw performance management systems, aligning employee KPIs with organizational goals and driving measurable performance outcomes.
- Led organizational development initiatives, including job evaluation, structure review, and competency framework updates to support company transformation.
- Drove corporate culture and engagement programs, organizing internal campaigns, events, and value socialization initiatives to strengthen employee engagement.
- Managed contract transitions for 200 outsourced truck drivers across regions, ensuring compliance and seamless change management.

PT Pos Logistik Indonesia – Central Jakarta

Procurement & General Affair Officer (Feb 2022 – April 2023)

- Supported procurement operations as team secretary for the national Bulog rice distribution project, coordinating activities over a 6-month period.
- Led the tender process for outsourcing service providers, ensuring compliance and timely vendor selection under strict deadlines.
- Developed and maintained tracking databases for fuel consumption and regional office assets, improving monitoring and reporting accuracy.
- Managed company vehicle fleet, overseeing maintenance, scheduling, and utilization to optimize operational efficiency.

FREELANCE

- HRIS Consultant Specialist – Dinas Ketenagakerjaan Kota Tangerang (Oct – Feb 2024)
- Sales Account Manager (Logistic) – Hai Logistics (Dec 2024 – Oct 2025)
- Recruitment Consultant (Jul 2025 – Present)
- Recruiter – Matchatalent (Nov 2025 – Present)

EDUCATION

GUNADARMA UNIVERSITY (2017 – 2021)

Bachelor of Psychology – GPA 3.56

SKILLS & CERTIFICATION

- BNSP Certified Senior Recruitment & HR Selection Analyst (2022)
- BNSP Certified Human Capital Officer (2023)
- Technical Skills: Microsoft Office, Excel VBA (Basic), Canva, Power BI