



VIRGA VIRENA SUWANDI

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Tangerang

A dynamic and people-oriented HR professional with more than 5 years of experience, progressing from staff to manager. Skilled in recruitment, employee development, HRIS, organizational planning and company issue. Experienced in digital and employer branding, with a passion for integrating digital innovation to enhance HR effectiveness and company culture. Passionate about integrating digital approaches into HR practices to drive growth and innovation.

PROFESSIONAL EXPERIENCE

PT. Global Papua Abadi – Jakarta

Dec 2025 - Present

Sr. HR & Talent Acquisition Specialist

- Handle end-to-end recruitment process for various positions, from sourcing to onboarding.
- Develop and execute effective talent acquisition strategies to attract top candidates.
- Conduct screening, interviews, assessments, and coordinate hiring processes with related departments.
- Build and maintain talent pipelines for current and future hiring needs.
- Collaborate with hiring managers to understand manpower needs and hiring priorities.
- Support employer branding initiatives to strengthen company image and candidate experience.
- Manage HR administration: employment contracts, documents, onboarding
- Prepare recruitment reports, hiring analysis, and HR-related documentation.
- Ensure candidate quality and hiring speed (time to fill)
- Assist in employee onboarding, orientation, and probation evaluation processes.
- Ensure recruitment processes comply with company policies and HR best practices.

PT. Wesort Technology International – Tangerang (Contract Based)

Jun 2025 – Dec 2025

HRD Manager (Direct Report to Expatriate Director from China)

- Lead the recruitment efforts of the local team in Indonesia.
- Implement and optimize daily personnel processes such as employee orientation, regularization, resignation, attendance, and payroll to improve the employee experience and standardize processes.
- Lead and manage the full spectrum of HR functions, including Recruitment & Selection, Training & Development, Performance Management, Industrial & Employee Relations, Compensation & Benefits, Payroll, HR Administration & HRIS, Internal Communications, and Health & Safety coordination.
- Assist in the implementation of employee relationship management, including performance feedback, discipline management, employment contracts, and document compliance.
- Coordinate daily administrative support, including office environment, travel coordination, procurement processes, and linking with headquarters.
- Assist headquarters in linking with Chinese human resources projects, participating in bilingual document processing, data feedback, and system implementation.
- Assist in building corporate culture, organizing daily team building, employee communication meetings, and basic training activities.

PT. Vertikal Integra Performa – Tangerang

Jan 2022 – Jun 2025

HRD Lead (Direct Report to CEO)

- Supporting the development and implementation of HR initiatives and systems
- Monitor and evaluate the implementation of HR policies to ensure every employee understands the applicable HR procedures and regulations.
- Coordinating, planning, fostering, developing and evaluating HR to ensure the availability of competent and productive human resources in the Company.
- Manage employee relations, including conflict resolution, disciplinary actions, and performance management, while understanding and respecting multicultural dynamics
- Oversee the recruitment process, including sourcing, interviewing, and hiring candidates
- Involved in the overall implementation of the psychological test until the result
- Ensure performance management and talent management processes in the company to ensure the implementation of objective and compliant performance appraisals (annual appraisals, contract/probationary employee appraisals).
- Ensure that the coaching system in the form of reward and/or punishment is well implemented in accordance with company rules.
- Handle general affairs, including office operations, corporate events, administrative support, and facilities management.

- Analyze and monitor KPI standards for employees on a regular basis
- Controlling the payroll process
- Develop training and development programs
- Maintain employee records (attendance and leave data collection)

PT. Maja Karya Dev – Tangerang

Jan 2022 – Jun 2025

Branding & Property Development (Digital & Marketing Role)

- Manage external creative agencies and vendors to ensure efficient and effective execution of projects
- Responsible for all digital assets, especially websites, social media, and all company applications to support the brand and sales, internally and externally.
- Designing and overseeing all aspects of our digital marketing department including our marketing database, email & display advertising campaigns and monitoring campaign budget
- Plan and execute content strategies that enhance brand visibility and consumer engagement.
- Create engaging and innovative content for all social media platforms, including Instagram, Facebook, YouTube, and TikTok.
- Evaluating important metrics that affect our website traffic, service quotas and target audience
- Preparing accurate reports on our marketing strategist overall performance
- Lead, mentor, and manage a dedicated marketing team, innovation & accountability and assign tasks, set clear objectives & provide ongoing feedback to team members.
- Analyze data to evaluate the success of marketing effort and come up with new ideas to improve brand marketing and exposure

PT. Alam Sutera Realty Tbk – Tangerang

Feb 2019 – Apr 2020

Internship – Talent Acquisition (HRD Department)

- Manage end-to-end recruitment, from job postings to onboarding, ensuring the right talent for technical and non-technical roles.
- Develop recruitment plans and strategies to ensure the required candidates meet the qualifications.
- Conducting recruitment psychological tools
- Filling data on candidates who are in the process or not (Administrative)
- Manage HRIS System

EDUCATION

Budi Luhur University – Jakarta

2021 – 2023

Master's Degree in Communication Sciences (GPA: 3.70/4.00)

Multimedia Nusantara University – Tangerang

2016 – 2020

Bachelor's Degree in Human Resources Management (GPA: 3.41/4.00)

CERTIFICATIONS, TRAINING & SKILLS

Certifications & Training

- **Human Capital Supervisor (2019) – Indonesia Professional Certification Authority (BNSP)**
- **Implementation of Recruitment (2019) – Indonesia Professional Certification Authority (BNSP)**

Skills

- **Languages:** Indonesia (Active), English (Active)
- **Technical Skills:** Acquisition Tools (Jobstreet, LinkedIn Recruiter, Kalibrr, etc.), Performance Management Systems, Compensation & Benefits Administration, Organizational Development Planning, Labor Law & Compliance Knowledge, Interview & Assessment Techniques - Payroll Systems (if applicable), Microsoft Office Suite (Excel, Word, PowerPoint), Social Media Management Tools (Meta Business Suite, Ads Platform), Content Creation Tools (Canva, VN, capcut, etc), Basic Graphic Design, Employer Branding Strategy Development, Social Media Analytics & Insights.
- **Personality:** Strong interpersonal skills, Empathetic and approachable, Problem solver, Leadership-minded, Excellent communicator, Trustworthy and ethical, Conflict resolution skills, High emotional intelligence, Creative thinker, Strategic mindset, Innovative and tech-savvy, Social media aware, Adaptable to change, Collaborative spirit, Good sense of visual & verbal branding.