

Made Putra Widyasthana

RECRUITER – RECRUITMENT SPECIALIST – TALENT ACQUISITION – EMPLOYER BRANDING – TRAINING & DEVELOPMENT

082122602678 | mputrawidyas@gmail.com | www.linkedin.com/in/made-putra-widyasthana |

Depok, Jawa Barat

Hello, I'm Made Putra Widyasthana. I am 28 years old, Experienced as an HR professional with a strong background in End to End Recruitment Process, HR administration, Training Need Analysis and Employer Branding. Proven track record in developing and implementing effective recruitment strategies, enhancing employer branding and creating innovative methods to attract top talent. Currently working as Supervisor Recruitment Specialist in the Distribution Food & Beverage (Delfi Limited Group). I have other experience in the field of recruitment to find candidates in various types of fields. I am able to communicate well, and I can also build relationships well. I always want to learn new things. I am hardworking, honest, responsible and able to work individually as well as with a team.

PT Nirwana Lestari (Delfi Limited Group) – Bekasi

July 2024 – Now

Recruitment Specialist

PT Nirwana Lestari is a Distribution Food & Beverage (Delfi Limited Group)

Recruitment & Talent Acquisition :

- Liaising with internal departments to strategically identify recruitment needs and organizational growth requirements.
- Managing full-cycle recruitment: from multi-channel sourcing (online/offline) to screening and final interviewing.
- Defining selection criteria, hiring profiles, and technical requirements for diverse vacant positions.
- Developing and maintaining strategic partnerships with manpower agencies (outsourcing) to ensure timely fulfillment.
- Designing comprehensive onboarding programs and orientation agendas to ensure seamless integration of new hires.

Training & Development :

- Orchestrating employee development by identifying skill gaps and sourcing specialized external training vendors to deliver high-impact learning programs.
- Managing the end-to-end training process, including vendor selection, budget negotiation, and post-training evaluation.
- Implementing and organizing both internal and external training sessions to ensure continuous workforce development.

Strategy & Operations :

- Crafting data-driven recruitment timelines and talent acquisition strategies aligned with the latest industry trends.
- Developing policies for acquiring new talent and keeping informed of advancements in the HR field.

Highlights

- Initiated and grew the company linkedin page from scratch to 10,000+ followers within one year as part of an employer branding strategy

PT Pusaka Bumi Transportasi (Blue Bird Group) – Jakarta Timur

Feb 2024 – July 2024

Recruitment Officer

PT Pusaka Bumi Transportasi is a Dealer & Mining Operation

- Identify projects needs to create technical plan on searching the candidates and fulfill as the projects needs and timeline.
- Conduct end to end recruitment process from searching candidate, selection, and hiring administration
- Conduct Induction for new hire
- Coordination with related Departement to prepare hiringprocesses
- Maintain new employees data and administration process
- Responsible for filing and checking recruitment documents

PT Wargi Santosa (Tiara Marga Trakindo Group) – Jakarta Selatan

Jan 2022 - Feb 2024

HCGA Recruitment & Development

PT Wargi Santosa is a Mining Service Industry

- Managing End-to-end Recruitment
- Draft job vacancy announcements
- Disseminate Job Vacancy announcements to media or agencies that have been approved by the HR manager
- Create a recruitment timeline and update the latest list of registrants to acceptance

- Help prepare the new employee's workspace (Standard Equipment: Laptop, work desk, stationery, etc.)
- Create a new employee orientation agenda (Introduction to other employee, orientation of the work environment, work space and company conditions)
- Assist HC-GA Manager in preparing TNA (Training Need Analysis)
- Implement and organize employee internal and external training
- Asset and building management

Highlights

- Successfully closed new manpower planning requirements in each project site area
- Create Induction New Employee

PT Danamas Insan Kreasi Andalan (BCA Group) - Jakarta Pusat

Feb 2021 - Jan 2022

Recruitment Officer

PT Danamas Insan Kreasi Andalan is a Outsourcing

- Sourcing and attracting candidates by using databases (Jobstreet, Glints, Indeed, Karir.com, Sampingan, Kormo).
- Carry out the stages of CV screening, interviews, assessment and screening of candidates for share various positions.
- Interviewing candidates via (phone, video and in person).
- Prepare recruitment materials and post jobs to social media platforms.
- Recruiting candidates to match vacancies with client needs.
- Conducting an effective and efficient recruitment process to ensure speed and efficiency accuracy of the recruitment process.
- Maintain a database of potential candidates for future job vacancies.
- Deliver daily and monthly report targets.

Highlights

- Successfully Hiring 50 candidate across Indonesia per month.

PT Algolab Solution – Jakarta Pusat

Nov 2020 - Jan 2021

HR Recruitment Internship

PT Algolab Solution is a Retail

- Sourcing and attracting candidates by using databases, social media etc.
- Conducting interviews, assessment and filtering candidates for open positions.
- Interviewing candidates via (phone, video and in person).
- Prepare and distribute intelligence and personality tests (TIU, DISC, Papi Kosti)
- in person.
- Daily reports on results of interviews to HR Leaders.
- Scheduling candidates to doing interview with HR Leader.

Skill

- **Hard Skills:** Canva, Ms. Word, Ms. Excel, Ms. Power Point, Google Workspace.
- **Soft Skills:** Good Communication, Team Analyst, Adaptable, Problem Solving, Able Team Work or Individually, Good Empathy

Training

Behavioral Event Interview (BEI)
HR Basic

Jan 2023
Mar 2022

Education

Universitas Gunadarma - Depok

2016 - 2021

Bachelor Degree in Psychology, 3.15/4.00 - S1 Psikologi

