

JAKA WIRYA SASMITA

RECRUITMENT & TRAINING SPECIALIST

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With a plenty experience in recruitment. My expertise extends to designing and implementing comprehensive training programs, all the way through to reporting. I pride myself on my relentless integrity and my ability to adapt swiftly to new challenges. Strong leadership to handle and giving solution.

AREA OF EXPERTISE

Mass Recruit
Managerial Recruit

People Development
Training Plan

Man Power Plan
Negotiation

PROFESSIONAL EXPERIENCE

Recruitment Supervisor, PT. Aplus Pacific

Apr 2025 - Present

- Lead 3 subordinate for daily recruitment process
- Reviewing recruitment procedure, and work instruction
- Improve recruitment cycle
- Recruitment Report to Stakeholder
- Managerial recruitment (supervisor level and above)
- Training planning asisst

Training Senior Staff, PT. Tatamulia Nusantara Indah

Mar 2024 - Apr 2025

- Training needs analysis
- Annual budget forecast
- Generating training event
- Satisfaction training report and administration
- Vendors & internal trainers management
- Tata Corporate University

Recruitment Senior Staff, PT. Tatamulia Nusantara Indah

Jul 2021 - Feb 2024

- Manpower planning
- End to end recruitment process (Supervisor level and above)
- Recruitment report
- Recruitment file documentation
- Medical checkup monitoring

HC Representative, Kawan Lama Group**Dec 2018 - Jul 2021**

- Managed Violation & Reward Administration.
- Conducted thorough Ground Grooming Checks
- Oversaw the End-to-End Recruitment Process
- Delivered comprehensive Employee Training programs, enhancing workforce skills.
- Compiled Allowance & Attendance Reports
- Monitored Uniform & Catering Services

HR Staff, Hermina Hospital Group**Aug 2016 - Jul 2018**

- Carry out comprehensive assignment administration, including promotion and rotation processes.
- Managed end-to-end recruitment operations for a New Project Hospital
- Compiled and maintained accurate Headcount Reports for workforce analytics.
- Developed strategic Manpower Planning Reports.

EDUCATION

Bachelor Degree of Psychology**Sep 2011 - Oct 2015**

Universitas Persada Indonesia Y.A.I

ADDITIONAL INFORMATION

- **Languages:** Indonesia, English, Japan (Beginner)
- **Certifications:** BNSP Human Resource Supervisor Certified No. 70209.3341.0.0020670.2023