



SARASWATI NUGRAHAENI

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Profile Summary

I have eight years of experience working in Human Resources, particularly in recruitment, assessment, business partnering, employee experience, and employer branding. I am currently looking forward to taking on a new role as a Human Resource Specialist.

Education

Universitas Surabaya (2012-2016)

Bachelor Of Psychology

Atmajaya Jakarta University

CHRP

Certifications

- Behavioral Event Interview
- OPQ Feedbacker
- Coaching For Leadership
- CPC (Konselor)

Skills

- Recruitment Strategic
- Talent Management
- Organization Development
- Assesment Center
- Employee Experience
- Employee Branding

Work Experience

Human Resource Business Patner (Polygon Group)

June 2022 - Present

- Act as a trusted advisor and partner to business leaders, providing advice, guidance, and support on all HR matters, including employee relations, talent management, performance management and compensation.
- Provide guidance and advice to managers on HR policies and procedures, and ensure compliance with HR laws and regulations.
- Facilitate implementation all HR programns and initiatives to support employee engagement, retention and development.
- Analyze HR data metrics to identify trends and area for improvement, and develop action plans to address them.
- End to end recruitment.
- Coach managers on effective leadership and management practices.
- Support organizational change initiatives, and patner with managers to ensure successful implementation.

Recruitment & Assessment Spv (PT. Charoen Pokphand Indonesia, Tbk)

October 2018 - June 2025

- End to end recruitment.
- Employee Branding
- Develop and implement organizational development strategies and initiatives that promote a positive employee experience and support achievement of business oboject.
- Conduct needs assessments to indentify skill and knowledge gaps and design and implement training and development programs to address these gaps.
- Design and implement progrmas that foster a positive workplace culture and enhance employee statisfaction.

Recruitment Officer (PT. Intim Harmonis Food Industri)

January 2018 - September 2018

- Manage end-to-end recruitment processes, including job posting, screening, interviewing, and candidate selection.
- Coordinate with hiring managers to understand staffing needs, job requirements, and candidate profiles.
- Source candidates through various channels such as job portals, social media, networking, and referrals.
- Conduct initial HR interviews and assessments to evaluate candidate suitability.