



KEVIN NISTLEROY

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Lubang Buaya, Cipayung, Jakarta Timur, DKI Jakarta 13810

Fresh Graduate of Bachelor's Degree in Psychology. Someone who is enthusiastic, conscientious, easy to work in a team, and has good interpersonal communication and time management

Work Experiences

PT Santosa Utama Lestari (Japfa Group) - Jakarta, Indonesia

Jun 2025 - Present

Talent Management

- Manage end-to-end recruitment processes: job posting, candidate screening, interviewing, and job offering
- Collaborate with department heads to understand manpower needs and provide hiring solutions.
- Develop and implement talent management strategies aligned with the company's business objectives
- Conduct talent mapping and succession planning to identify and develop high-potential employees.
- Create and maintain structured career path frameworks to support employee growth and retention
- Maintain and update employee records and HR databases in compliance with company policies.
- Oversee onboarding and offboarding processes, ensuring all documentation and procedures are completed accurately.
- Support payroll preparation by providing relevant data on attendance, leaves, and employee changes.
- Handle employee benefits administration, including BPJS, health insurance, and other entitlements.
- Prepare and manage HR-related documents such as employment contracts, warning letters, and internal memos.
- Act as the first point of contact for employee inquiries and service requests related to HR policies and benefits.

PT Santosa Utama Lestari (Japfa Group) - Jakarta, Indonesia

May 2024 - May 2025

HR Recruitment & GA Staff

- Conduct end-to-end recruitment processes (sourcing – offering).
- Handle the onboarding process for new hires (administration and business process presentations).
- Request and monitor employee kits (ID requirements, employee tools, employee kits).
- Request and monitor contracts, appointment letters, promotion letters, and administrative processes for transfers.
- Handle the offboarding process (administration).
- Handle employee absenteeism through the system & scheduling training needs for employees.
- Handle the need for extensions and vendor payment processes.

PT Santosa Utama Lestari (Japfa Group) - Jakarta, Indonesia

Feb 2024 - Apr 2024

Recruitment Intern

- End to End Recruitment Process.
- Take care of documents.

Education Level

Tarumanagara University - Jakarta, Indonesia

Aug 2020 - Jan 2024

Bachelor Psychology, 3.73/4.00

Organisational Experience

Tarumanagara University

Oct 2022

Liaison Officer

- Facilitated effective communication of competitive intelligence to participants.
- Managed comprehensive administrative and equipment needs for competitors.
- Coordinate with event committees on information dissemination and technical aspects.

Tarumanagara University Psychology Futsal

Aug 2022 - Aug 2023

Treasurer

- Spearheaded comprehensive financial management for Untar Psychology Futsal, ensuring meticulous cash flow tracking and budget adherence.
- Expertly managed member data collection, maintaining accurate up-to-date records for the organization.

Skills, Achievements & Other Experience

- **Language:** Bahasa Indonesia, English.
- **Software:** Microsoft Office (Word, Power Point, Excel), HRIS, Canva.