

NANDA SYAHDA NABILAH

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South Tangerang, Indonesia

Psychology graduate with hands-on experiences in Human Resource, specializing in talent acquisition, recruitment, HR administration, and people engagement across diverse industries (outsourcing, media & news, retail beauty industry and financial technology industry). I have successfully managed end-to-end recruitment processes for high-volume hiring, entry-to-senior level positions, streamlined HR operations, and supported employee development initiatives while collaborating with cross-functional teams. With strong interpersonal, analytical, and organizational skills, I thrive in creating efficient HR processes that drive both people growth and business impact.

Profesional Experiences

Amartha Financial - Jakarta

Oct 2025 - Present

Talent Acquisition Intern

- Executed full-cycle recruitment for Field Operation (FO) leaders, such as Business Manager / Branch Manager and Area Manager, covering strategic regions across Sumatra, Java, and Sulawesi.
- Managed end-to-end candidate assessment including sourcing, screening, HR interview, BI checking, User interview, psychotest, and background checking to ensure top-tier leadership selection.
- Optimized talent outreach by managing job postings through Applicant Tracking Systems (ATS) such as Workable and diverse job portals: JobStreet, KitaLulus, and Pintarnya to expand the recruitment network.
- Coordinated with several cross-functional teams for the "A- Pioneer: Amartha Management Trainee (MT) program" from opening sessions, Focus Group Discussions (FGD), excel test, interview, BI checking, psychotest, background checking, and final offering stage.
- Streamlined administrative operations and data entry for "A-Pioneer: Amartha MT program", ensuring meticulous documentation and compliance for candidates (Bali, Nusa Tenggara, and Sulawesi regions).

Somethinc - BeautyHaul Group - Jakarta, Indonesia

Jun 2025 - Sep 2025

HR Generalist Intern - HCBP Division

- Managed end-to-end recruitment for mass hiring process; Beauty Advisor / Sales position (sourcing & screening 500+ CV, pre-screening, HR & User interview 250+ candidates, offering and contract signing 50+ employees) for several area such as Sumatera, Kalimantan, Papua, Nusa Tenggara.
- Partnered with hiring managers to fulfill high-volume manpower needs within tight deadlines (1 months).
- Built and maintained a talent pool database to accelerate future recruitment needs.
- Processed and verified 100+ employee sick leave requests, ensuring compliance with company policy and labor regulations.
- Managed government wage subsidy administration (BSU by BPJS), including data verification, submission, and reporting.
- Organized pre-employment screening, including background checks, reference checks, and psychological assessments to ensured the quality and integrity of new hires.

Tribun Network - Kompas Gramedia Group - Jakarta, Indonesia

Dec 2024 - Jun 2025

Talent Acquisition Intern

- Scheduled and organized end-to-end recruitment process including preparing, sourcing 400+ CV & portfolio, shortlisting, phone & initial interview, HR & User interview 85+ candidates, offering, and contract signing of 30+ candidates (several position and unit of TribunNetwork).
- Assisted, compiled, and created administrative documents such as FPTK (Formulir Permintaan Tenaga Kerja), PKWT, PPKWT, evaluation form & internship agreement.
- Handled and arranged job posting through official account of company job vacancies (@loker_tribunnetwork) on instagram, successfully reached 67.3K accounts in the last 30 days.
- Collaborated with several cross-functional teams to identify recruitment process and HR administration of Tribun Network including TribunJakarta, TribunPapua, TribunPapuaBarat, TribunBogor, WartaKota, TribunPadang, etc.
- Scheduling for Psychological Assessment and Medical Check Up (MCU) for new hire (full timer, freelancer, internship).
- Created and analyzed job description, requirements, and qualifications for several positions such as Product Management Intern, Social Media Intern, Business Analyst Intern, Software QA, Video Production, Account Receivable, Internal Audit, Reporter, Accounting Staff, etc, and put them into job portal (LinkedIn, Kalibrr, Instagram, Telegram, Facebook)

Indonesia5 Communications - Jakarta, Indonesia

Aug 2024 - Oct 2024

Recruitment & Employee Development Intern

- Administrated, arranged, and processed 100+ files of psychological assessment such as Kuder Preference Record-Vocational (KPR-V) and Raven's Standard Progressive Matrices (SPM Raven), including listed and recorded the assessment results through software or Microsoft Excel.
- Scheduled and organized end-to-end recruitment process including preparing, sourcing, shortlisting, and interviewing 20+ candidates.
- Compiled, managed, and analyzed 500+ manpower databases from several areas, such as Jabodetabek, Yogyakarta, Semarang, East Java, Kalimantan, etc.

- Planned and created Employee Development Program (EDP) training materials using Canva editing tools, such as Self Grooming for Sales Promotion Girl position, Public Speaking: Speak with Impact, Problem-Solving, Building Resilience, and many more.

Discussion Community UIN Jakarta - South Tangerang, Indonesia

Sep 2023 - Aug 2024

People Management Staff

- Planned and arranged DC's staff onboarding process with a total of 25+ members and 5 divisions including Education and Discussion, Project Officer, PR & Community, Social Media, and Creative.
- Scheduled and organized end-to-end recruitment process including preparing, sourcing, shortlisting, interviewing, and placement of 30+ candidates.
- Operated and analyzed DC's staff performance evaluation and conducted 1on1 sessions with 5 divisions. The evaluation form including assessment of work quality, task completion, initiative, relationships with coworkers, and teamwork.
- Implemented, executed, and participated in employer branding programs such as Library Tour for DC Staff 2024, Welcoming Party, Gathering Party, Bukber DC's Staff 2024, DC's People of The Month, Farewell Party, and many more.
- Successfully increased appreciation to the best of the best staff through People of The Month for DC's Staff 2024.

Harisenin.com - Jakarta, Indonesia

Sep 2023 - Dec 2023

Human Capital Staff - People Engagement

- Conducted, planned, and prepared for Harisenin Apprentice Program Batch 9 and provided necessary training and orientation.
- Arranged and implemented the end-to-end recruitment process, selected and screened over more than 50+ CVs and portfolios to shortlist qualified candidates for HSCAP Batch 10.
- Assessed training and learning development events with company values, such as Thursdate Games, Sharing Sessions, Training Sessions, and Coaching Sessions.
- Enhanced job satisfaction by offering rewards and benefits that align with apprentices' needs and preferences, such as birthday post and apprentice of the month.
- Measured, facilitated, and analyzed 65+ Harisenin's apprentices performance appraisal using 360-degree evaluation and collecting input from various sources including peers, user, and leader.

Educational Background

Universitas Islam Negeri Syarif Hidayatullah Jakarta - South Tangerang, Indonesia

Aug 2021 - May 2025

Bachelor of Psychology, 3.87/4.00

- Lead Organizer of Talk Show by Discussion Community UIN Jakarta
- Master of Ceremony for Career Talks by LDKSF Psikologi UIN Jakarta
- Master of Ceremony for Diskusi Keilmuan 2023 by LDKSF Psikologi UIN Jakarta
- Moderator of Book Review Event by LDKSF Psikologi UIN Jakarta
- Public Relation Staff of PBAK Supervisory Committee 2022
- Design & Publication Staff of International Comparative Study DEMA FPsi UIN Jakarta x Universiti Kebangsaan Malaysia
- Curator Staff of TEDxUINJakarta 1.0

Organisational Experiences

UKM LDK Syahid Fakultas Psikologi UIN Jakarta

Jun 2022 - Dec 2023

Director of Scientific Division

- Served as a leader and coordinator for the scientific and research division, coordinated and being responsible for 20+ programs.
- Planned and coordinated programs for member and staff of LDKSF Psikologi UIN Jakarta.
- Achieved, implemented, and created more than 15+ career and academic programs for public and attended by more than 50+ participants with an 80% satisfaction rate.
- Successfully achieved the Best of Division award in the most creative division category for the period of June 2023.

Discussion Community UIN Jakarta

Oct 2022 - Jun 2023

Secretary of Website Team

- Increased and managed web traffic and Discussion Community blog.
- Curated content in the end-to-end process to achieve the feasibility of publication on DC's website.
- Managed administrative records correctly and precisely.
- Published and organized over 20+ contents about Psychological, fictional, and non-fictional on the DC's website.

Skills, Achievements & Other Experience

- Achievements** (2023): Best Mentee in Human Resources Management Class by Magang Update 2023. Learned and applied about fundamentals of Human Resources Management. Learned and applied about HRM-sub's such as recruitment and selection process, talent management, and HR strategy.