

# CINTA AMANDA WIBISANA

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I am a Psychology graduate from Universitas Islam Bandung with experience in HR administration, recruitment, and talent management. I have been involved in candidate screening, interview coordination, employee data management, and supporting HR operations. Currently working in personnel administration, I handle employee data, contracts, and HR processes. Detail-oriented and adaptable, I am eager to grow in Human Resources, particularly in HR operations and recruitment.

## EDUCATIONS

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### UNIVERSITAS ISLAM BANDUNG – Bandung, Indonesia

*Bachelor of Psychology*

*Sep 2020 – Jan 2025*

Current GPA: 3.60/4.00

## WORK EXPERIENCE

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### PT Teknologi Otonometer Nusantara – Indonesia

*Staff of Personnel Administration*

*Aug 2025 – Present*

- Conducted candidate interviews to assess qualifications and cultural fit
- Managed the job offer process, including communicating offers and coordinating with selected candidates
- Supported onboarding and offboarding administrative processes to ensure a smooth employee experience
- Maintained accurate and up-to-date employee data to support HR operations
- Administered attendance, leave, and personnel documentation efficiently
- Prepared and managed employee contracts and Non-Disclosure Agreements (NDAs) in accordance with company policies and legal requirements
- Handled employee BPJS Kesehatan and BPJS Ketenagakerjaan administration
- Consolidated and evaluated employee performance data from supervisors and peers, delivering insightful recommendations for performance improvement and talent development
- Developed and implemented company policies and standard operating procedures (SOPs) to ensure consistency, compliance, and operational efficiency

### PT BIO FARMA (Persero) – Bandung, Indonesia

*Human Capital Intern at Department of Talent Management*

*Aug 2024 – Oct 2024*

- Contributed to the planning and execution of Open Recruitment Bio Farma 2024, ensuring smooth and effective implementation
- Supported recruitment processes, including candidate screening and selection
- Designed assessment materials aligned with organizational competencies and AKHLAK BUMN values to support selection processes
- Acted as an interview moderator, facilitating coordination between Psychologists, Human Capital, and Hiring Users across various candidate levels
- Assisted in talent identification initiatives through data analysis to support Talent Management programs
- Managed contract employee administration, including data organization, compensation tracking, and contract renewal processes

## ORGANIZATIONAL EXPERIENCE

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### KAJIAN ILMU PSIKOLOGI (KIMPSI) – Bandung, Indonesia

*Staff of Public Relations Division*

*Sep 2022 – May 2023*

- Identify and establish partnerships with media outlets and potential sponsors to support the event
- Coordinate and manage the process of obtaining necessary permits for event requirements
- Facilitate the exchange of essential information with relevant parties involved in the event

## VOLUNTEER EXPERIENCES

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### KOMISI PEMILIHAN UMUM REPUBLIK INDONESIA (KPU RI)

*Election Committee Officer (KPPS) – Regional Head Election*

*Nov 2024*

- Managed and organized election day procedures, ensuring smooth operations from preparation to final reporting
- Assisted voters by providing clear information and resolving concerns, demonstrating strong attention to detail and public service skills
- Worked effectively in a team under high-pressure conditions, ensuring efficiency, integrity, and transparency throughout the election process

## **KOMISI PEMILIHAN UMUM REPUBLIK INDONESIA (KPU RI)**

*Election Committee Officer (KPPS) – Presidential Election*

*Jan 2024 – Feb 2024*

- Responsible for organizing election day procedures, including preparation and task completion with precision
- Ensured a smooth voting process, conducted accurate vote counting, and participated in reporting election results to relevant authorities in accordance with established procedures

## **STUPSI#10**

*Head of Event Division*

*Oct 2022 – Mar 2023*

- Planned and arranged hybrid seminar and webinar which invites general public with total 200+ participants
- Ensure event is completed smoothly and step up to resolve any problems that might occur

## **TAARUF DAN PPMB PSIKOLOGI 2022**

*Staff of Event Division*

*Aug 2022 – Sep 2022*

- Creating standards-based grading for 200+ new students
- Coordinated with internal speakers regarding material to be delivered

## **META E-SPORT**

*Staff of Event Division*

*Sep 2021 – Jun 2022*

- Be a timekeeper to ensure the time matches the rundown
- Coordinating the master of ceremony suit the rundown well

## **ADDITIONAL**

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**Technical:** Microsoft Office, Canva, Capcut, Google Workspace

**Languages:** Fluent in Indonesian, Intermediate Proficiency in English

**Soft Skills:** Team Work, Willingness to learn, Time Management, Creative, Adaptive