

SHEILLA HERLIANDRY

Talent Acquisition | People Operations | Human Resources

Open to International Relocation | Malaysia • Thailand • Singapore • Japan • Australia • Europe



ABOUT ME

Talent Acquisition and Human Capital professional with 7+ years of experience leading full-cycle recruitment, HR operations, and people initiatives across retail and technology-driven organizations. Experienced in hiring up to Manager level, partnering with business leaders, implementing HRIS, and improving HR processes. Passionate about building high-performing teams and committed to building high-performing teams and delivering people solutions that support business growth. Open to regional and international opportunities

EXPERIENCE

PT Persada Sokka Tama (Telkom Group) JULY 2023 – PRESENT HUMAN CAPITAL OFFICER

- Manage end-to-end recruitment for a workforce of approximately 100 employees, successfully hiring Supervisor to Manager-level positions across multiple corporate functions.
- Developed and successfully registered the company's Peraturan Perusahaan (PP) with Disnaker.
- Led end-to-end HRIS implementation by partnering with IT to digitize attendance, overtime, and employee self-service processes, improving operational efficiency.
- Manage employee relations, performance management, HR operations, and supervise the daily activities of 2 HR Administrators.
- Managed annual Training Needs Analysis (TNA), training budget, vendor coordination, and effectiveness evaluation for company-wide learning initiatives.

Kawan Lama Group MARCH 2019 – JULY 2023 HR GENERALIST (HUMAN CAPITAL REPRESENTATIVE)

- Supported HR operations for 300+ employees across AZKO, Informa, Selma, Toys Kingdom, Chatime, and Gindaco.
- Consistently filled an average of 10 positions per month through sourcing, campus recruitment, referral programs, and walk-in recruitment events.
- Recruited Supervisor-level positions while partnering with Store Managers across South and East Jakarta.
- Managed onboarding, payroll coordination, employee relations, training, and performance management.

Permata Hati Kindergarten JUNE 2015 – JULY 2016 COUNSELOR

- Provided counseling and consultation services for students, parents, and teachers.

Meranti Magsaysay (now Alpha Magsaysay) JUNE 2012 – NOV 2012 ASSISTANT FLEET

- Coordinated crew scheduling, deployment, and documentation for ship personnel while supporting daily fleet operations.

CONTACT

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- Jakarta, Indonesia

CORE COMPETENCIES

- Talent Acquisition
- End-to-End Recruitment
- HR Operations
- Employee Relations
- Performance Management
- Training & Development
- HRIS Implementation
- HR Compliance
- HR Analytics
- Stakeholder Management

EDUCATION

- Master of Clinical Psychology
Gunadarma University
- Bachelor of Psychology
Gunadarma University

LANGUAGES

- Bahasa Indonesia : Native
- English : Full Professional Proficiency

KEY ACHIEVEMENTS

- Strategic Talent Acquisition**
Successfully recruited Supervisor to Manager-level talent by partnering closely with hiring managers to deliver high-quality candidates aligned with business needs.
- High-Volume Recruitment**
Closed an average of 10 vacancies per month while supporting 300+ employees across multiple retail and F&B business units.
- HR Digitalization**
Led HRIS implementation and collaborated with IT to develop an employee self-service attendance and overtime platform.
- Company Regulation Development**
Developed the company's Peraturan Perusahaan (PP) from scratch and successfully registered it with Disnaker.