

RISMA FAUZIAH

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Bandung Regency, 40375

Psychology graduate with 2+ years of experience in Human Resources, with experience across Recruitment, Organization Development, Talent Management, and People Development. Experienced in managing end-to-end recruitment, developing HR systems and processes, conducting talent assessments, and supporting employee development initiatives. Strong analytical, communication, and interpersonal skills, with a proven ability to collaborate across functions and translate organizational needs into practical HR solutions. Eager to contribute to organizational growth while continuously developing expertise in strategic Human Resources.

Work Experiences

PT Leading Garment Industries - Bandung, Indonesia

Jun 2026 - Present

Recruitment & Development

- Manage end-to-end recruitment for 20+ positions, hiring 100+ employees.
- Maintain an average time-to-fill of 7–14 days, with the fastest placement completed in 1 day.
- Source candidates through 6 recruitment channels: JobStreet, LinkedIn, Glints, Instagram, Facebook, and WhatsApp.
- Conduct 50+ behavioral and competency-based interviews for staff-level and non-operational positions.
- Conduct practical and field assessments for operational roles, including sewing operator candidates.
- Administer and interpret psychological assessments to support hiring decisions.
- Conduct exit interviews to gather employee feedback and support continuous HR improvement.
- Prepare weekly recruitment reports and recruitment metrics.
- Prepare onboarding for new employees, including personnel documentation and work equipment.

Tes Bakat Indonesia - Bandung, Indonesia

Jun 2023 - Present

Associate Tester (Freelance)

- Conduct psychological tests (IST, Kraepelin, WZT, BAUM, DAP, Graphology test) using classical and individual methods.
- Provide directions, check, and observe testee while working on the test equipment.
- Score and classify test results accurately.

Lucas Group - Bandung, Indonesia

May 2024 - May 2026

Human Resources Staff

Pharmaceutical Company

- Reviewed and developed job descriptions for over 50 positions to align with company needs.
- Developed organizational structures to enhance workflow and team efficiency.
- Created and reviewed 10+ Standard Operating Procedures (SOPs) and Work Instructions.
- Managed 100+ organizational development documents and ensured compliance.
- Established competency qualifications for more than 100 employees to support career development.
- Managed and submitted Wajib Laporan Ketenagakerjaan Perusahaan (WLKP) reporting accurately and on time.
- Conducted Training Needs Analysis (TNA) to identify skill gaps and training requirements.
- Organized and delivered 20+ training sessions from planning to evaluation.
- Initiated and implemented a 9-Box Talent Grid framework to identify, assess, and manage employee talent for succession and development planning.
- Developed KPI templates and performance calculation methods for all departments to standardize performance measurement.
- Collaborated with schools and universities for internship (PKL) and professional practice (PKPA) programs.
- Assisted recruitment activities, including psychological testing and interviews.
- Facilitated employee onboarding, including contract signing and GMP training.
- Assisted in payroll administration and employee compensation processing.

MTs Negeri 1 Kota Malang

Jun 2022 - Aug 2022

Guidance Counselor Assistant

- Conducted 27 guidance and counseling sessions, emphasizing career mentoring.
- Developed a comprehensive one-year lesson plan for students in grades 7, 8, and 9.
- Administered psychological tests (CFIT, Kraepelin, EPPS) for over 20 prospective employee candidates.

Simpul Psikologi

Jan 2022 - Jun 2022

Counselor

- Handled 11 clients for free counseling via google meet.

- Collaborated with 4 student executive boards to provide free counseling for their members.
- Served as a facilitator in a support group entitled "Burn Your Quarter Life Spirit without being Burnout".

Social Connect

Jan 2021 - Mar 2021

Campaign Designer Analyst

- Developed program design concepts for Social Connect online campaigns.
- Created and prepared all the needs of each program that has been prepared.
- Communicating and coordinating with internal and external parties related to the programs that had been prepared.

Mhysa Learning

Mar 2021 - Jun 2021

Talent Development

- Collaborated on designing training, coaching, and mentoring programs for over 100 talents.
- Assisted in generating reports to evaluate team members' performance based on KPIs.
- Led the HC Visit program via Google Meet to foster communication and collaboration in department.

Education Level

Universitas Islam Negeri Maulana Malik Ibrahim - Malang

Aug 2019 - Jun 2023

Bachelor of Psychology, 3.85/4.00

- Awarded as the Best Graduate of the Faculty of Psychology.
- Ranked 2nd in the Special Program for Arabic Language Development, Faculty of Psychology.

Organizational Involvement

Dewan Eksekutif Mahasiswa UIN Malang

Jun 2021 - Dec 2021

Ministry of Social Affairs, Law, and Politics

- Conceptualized and executed the volunteer event "Sahabat Desa".
- Coordinated a team of six members in the public relations division for the "Maliki Mencari Bakat" event.
- Successfully sourced and integrated over 10 talents into PBAK.

Dewan Eksekutif Mahasiswa Fakultas Psikologi UIN Malang

Sep 2020 - Dec 2020

Department of Art and Culture

- Effectively liaised with participants, judges, and the creative team for social media promotions during the Psychology Art Festival.

Youth Prime Education Jawa Tengah

Aug 2020 - Apr 2021

Recruiter

- Oversaw end-to-end recruitment processes, including 300+ CV screening, 30+ HR interviews, and user interview scheduling.
- Conducted 3 training sessions for internal team members, contributing to their professional development.
- Served as a public relations mentor and expertly handled meeting permits.

Skills & Other Experience

- **Project** 📌 (2022): Teman Ngobrol (konsulinaja.id)
- **Hard Skills:** Recruitment, Psychological Testing, Onboarding & Offboarding, Employee Administration, Training Coordination, Microsoft Office, Power BI.
- **Soft Skills:** Communication, Interpersonal Skills, Attention to Detail, Time Management, Teamwork, Adaptability.
- **Languages:** Bahasa Indonesia, English, Mandarin (Beginner)