

RESTI ANGGRAENI HIJRIYAH

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Talent Acquisition Specialist with nearly 2 years of experience in the beauty manufacturing industry. Experienced in managing 30–40 active job openings, ranging from intern and operator levels to managerial roles, across various departments. Skilled in end-to-end recruitment, mass hiring, talent sourcing, and stakeholder management. Experienced in collaborating with vocational high schools, universities, polytechnics, and vocational training centers, as well as supporting employer branding initiatives through content creation and support for company events.

EXPERIENCE

PT Eka Jaya Internasional (Hanasui, N'Co, Fynne, Eomma)

Oct 2024 - June 2026

Talent Acquisition & Employer Branding Specialist

- Conducting end-to-end recruitment process, from manpower requests, creating and posting job openings, talent sourcing, resume screening, interviews, negotiations, drafting offer letters, to the onboarding process.
- Manage various active positions simultaneously at different levels, such as Interns, Operators, Staff, Supervisors, Assistant Managers, and Managers for various departments, including Production, R&D, QC, Packaging Development, Purchasing, Export-Import, PPIC, Engineering, Project & Utility, Electrical, Continuous Improvement Engineer, Manufacturing Warehouse, Distribution Center Warehouse, Inventory, Fulfillment, and Inbound & Outbound.
- Conducting mass or individual hiring processes, both online and offline.
- Collaborating with the Board of Directors and key stakeholders to understand workforce needs and develop recruitment strategies aligned with the company's requirements.
- Conducting recruitment processes for 2 factories and 1 distribution center.
- Building partnerships with vocational high schools, universities, and polytechnics to support internship programs and source entry-level candidates.
- Source candidates through various job portals, including LinkedIn Recruiter and JobStreet, to meet recruitment needs across various position levels.
- Facilitate the onboarding process for new employees to ensure a smooth transition.
- Compile and manage periodic recruitment reports to evaluate and monitor the hiring process.
- Edit the Company Prime Hiring Guidebook to serve as a guide for the recruitment process and candidate interviews.
- Conduct employer branding activities, such as creating and sourcing content for the company's needs.
- Plan and prepare a welcome package for new employees.

PT Eka Jaya Internasional (Hanasui, N'Co, Fynne, Eomma)

Jun 2024 - Sept 2024

Recruitment Intern

- Efficiently manage administrative tasks throughout the recruitment process
 - Support improvement efforts to streamline recruitment procedures
 - Assist with both mass and individual hiring and coordinate with the recruitment team
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ACHIEVEMENT & PROJECT

- **Recruitment & Selection:** Successfully recruited up to 115 operators within 2.5 months to meet staffing needs at the operator level.
- **Employee assessment & conversion:** Conducted psychological assessments for more than 250 non-fixed-term employees to be converted to fixed-term status using several assessment tools, such as the Kraepelin Test, the Raven Test, the Competency Test, and the Communication Test, and completed the process within one week.

CERTIFICATION

- **BNSP - Human Resources Recruitment and Selection Senior Analyst Training**

1. Training to Manage Selection Result Recommendations, Job Offers and Job Orientation Programs
2. Recruitment and Selection Process Training
3. Occupational Health Principles to Control Occupational Health and Safety (OHS) Risks Training
4. Training in Arranging Learning and Development Needs and Organizational Structure Charts
5. Training on Preparing and Managing Job Descriptions, Standard Operating Procedures for HRM and Individual Work Indicators
6. Training to Apply Basic Communication, Presentation and Computer Operating Skills

- **My Skill - Recruitment, Onboarding, dan Offboarding - Talent Acquisition (E-Learning)**

EDUCATION

Bachelor of Psychology

Gunadarma University - 3.68

Sep 2020 - Aug 2024

- Specialization in Human Resource Development
 - Has completed BNSP certification in the field of workforce recruitment (hiring and selection)
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TECHNICAL SKILLS:

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| • End-to-End Recruitment | • Employer Branding |
| • Talent Sourcing | • Campus Recruitment |
| • Mass Recruitment | • Google Workspace (Sheet, Docs, Calendar, Meet, Drive, Forms, Slides) |
| • Competency-Based Interview | • Microsoft Office (Word, Excell, Power Point) |
| • Behavioral Interviewing | • LinkedIn Recruiter |
| • Talent Mapping | • Jobstreet |
| • Stakeholder Management | • Canva |
| • Salary Negotiation | |