

Safira Khairunnisa



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A result driver HR Recruiter with experience in end-to-end talent acquisition within fast-paced ISP environments. Skilled in developing effective hiring strategies, managing diverse roles, delivering quality hires efficiently, genuine interest in connecting with new people to build meaningful talent pipelines and enhance candidate experience, supporting scalable business growth.

Education Background

Mercubuana University

Psychology Major, GPA 3.53 (2018 – 2023)

Work Experiences

ION Network

Recruitment Specialist (Feb 2025 – March 2026)

- Managed end-to-end recruitment cycle (hiring for Back Office position and mass hiring Operational Team)
- Manage hiring Operational Team for holding Company ION Network & PT. Quanta Teknik Gemilang for Jabodetabek and Banten.
- Sourced candidates through job portals and LinkedIn, reviewed applications, and conducted initial screenings to assess qualifications and cultural fit.
- Worked closely with hiring managers to understand job requirements, coordinate interview schedules, and ensure clear alignment on expectations throughout the recruitment process.
- Maintained and updated candidate databases and tracked recruitment progress to ensure accurate reporting and efficient pipeline management.
- Managed high-volume hiring, achieving 20–30 hires on a monthly basis.

OTO Group

HR Development Intern (Nov 2023 – Feb 2024)

- Supported performance-based screening of internal staff by evaluating readiness and eligibility for promotion to higher-level roles, contributing to internal talent development decisions.
- Managed internal data records, including employee profiles, assessment results, and evaluation documentation, ensuring accuracy for performance tracking and reporting.
- Moderated and supervised comprehension tests during staff acting periods, ensuring fair and consistent evaluation processes for promotion consideration.
- Handled and updated internal payment profiling (GPay\$) data, ensuring accuracy and proper documentation within internal systems.

Biro Psikologi SSDM Mabes Polri

Administration and Psychological Tester Intern *(Jul 2021 – Sept 2021)*

- Supported psychological test administration for firearm certification, delivering instructions for Wartegg, DAP/DAM, BAUM, and personality assessments.
- Provided guidance during intelligence, PAPI, and speed–accuracy tests to support efficient candidate evaluation.
- Transcribed interrogation sessions and assisted in developing sub-question materials for behavioral analysis.

Organization

- Treasurer National Gathering ION Network (2025)
- Treasurer Iftar Gathering ION Network Jabodetabek (2025 & 2026)

Tools and Competencies

G Workspace and Ms Office
Canva
Data Administration
Boolean Search

Psychological Testing
High Volume Hiring (blue & white collar)
Talent Pipeline Management
Adaptability