

Nata Mutsira

Jakarta, Indonesia | mutkira.nata@gmail.com | 08812326456 | [LinkedIn](#)

ABOUT ME

Final-year Psychology student with strong interests in Human Resources, organizational operations, and people development. Experienced in end-to-end recruitment, HR administration, organizational leadership, and operational coordination. Demonstrated ability to balance strategic planning with hands-on execution in fast-paced environments. Actively seeking opportunities to grow within HR and organizational development roles.

PROFESSIONAL EXPERIENCE

Chief of Operational

NALA Institute - Part Time

June 2025 - Present | Bekasi, West Jawa (Hybrid)

- Developed content ideas related to Industrial-Organizational and Business Psychology.
- Designed and published 80+ digital contents (carousel & short-form) maximizing Canva as tools.
- Managed social media workflows and ensured brand consistency across platforms.
- Coordinated posting schedules and optimized upload timing to improve engagement.
- Supported end-to-end recruitment processes in collaboration with the HR team.
- Collaborated with internship teams.

Human Resources Development Officer

Temu Moment - Full Time

December 2025 - Present | Bekasi, West Java (On-Site)

- Supported end-to-end 50+ recruitment activities, including CV screening, interviews, and onboarding processes.
- Utilized recruitment platforms such as Glints and KitaLulus to support hiring needs.
- Managed employee administration and maintained accurate, well-organized HR documentation.
- Developed and implemented a structured reimbursement system, improving the approval workflow and ensuring efficient, accurate verification processes.
- Assisted in developing and implementing HR policies, SOPs, and compliance procedures.
- Initiated and supported the development of a performance appraisal system to evaluate employee performance objectively.
- Implemented a monthly employee appreciation system to foster positive work culture, motivation, and engagement.

Human Resources Development Intern

Temu Moment - Internship

September 2025 - November 2025 | Bekasi, West Java (Hybrid)

- Conducted end-to-end recruitment processes for 30+ candidates based on company manpower needs.
- Managed HR administrative data and employee documentation consistently for 3 months.
- Assisted in developing HR policies and procedures aligned with internal regulations.

- Contributed to the design of a performance appraisal system to support employee evaluation and development.
- Collaborated with internship teams and supervise.
- Conducted psychological assessment scoring and preliminary interpretation under psychologist supervision.
- Assisted in psychological report writing under supervision.

ORGANIZATIONAL EXPERIENCE

Head of Department III

Senat Mahasiswa Fakultas Psikologi Universitas Pancasila - Full Time

April 2024 - March 2025 | Jakarta, Indonesia

- Coordinated and led a team of 3 members within Department III to ensure effective program planning and execution.
- Supervised two major faculty-level events, including Psychocare 2024 (a ±2-week program engaging approximately 35 students) and Blood Donation 2024, conducted in collaboration with PMI Depok.
- Oversaw the Kami untuk Indonesia student activity unit (UKM KAIN), managing approximately 40 student members and supporting educational programs for elementary school children at RPTRA Baung.

EDUCATION

University of Pancasila

Bachelor Programme

Psychology

2022 - 2026 (Expected)
GPA 3.65

CERTIFICATIONS & TRAINING

1. Speaking Skill Bootcamp - [Kemal Speaking Camp] (April 2025)
2. Teknik Competency-based Interview (CBI) dalam Proses Rekrutmen - [Mekari University] (June, 2025)
3. Basic Concept Human Resources and Payroll Processing - [Mekari University] (June, 2025)
4. Talent Management: The 9 Box Matrix - [Mekari University] (January, 2026)

SKILLS

Time Management

Talent Management

Microsoft Office

HR Administration

Public Speaking

Google Workspace

Performance

HRIS

End-to-end Recruitment

