



# ORYZA SATIVA APRIYANI

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Holding a Bachelor Degree of Psychology from Al-Azhar Indonesia University, with a deep interest in human resource. An enthusiastic HR professional with full-time and diverse internship experience in recruitment, people development, and HR projects. Currently an HR Operations at PT Talentive Consulting Indonesia, managing mass hiring, job postings, and HR administrations, such as BPJS, contract management, and HRIS. Her current and previous experience as an HR Recruitment Intern in PT Personel Alih Daya Tbk, HR People Development Intern in PT Ivonesia Solusi Data, and HR Project Intern in PT Trakindo Utama made her ready to adapt in many human resources area, especially in end-to-end recruitment, performance management, learning and development, and HR administration.

## Work Experiences

### PT Talentive Consulting Indonesia - Jakarta, Indonesia

Mar 2025 - Present

#### HR Operations

PT Talentive Consulting Indonesia is an outsourcing and headhunter company that provides many HR services, such as recruitment, headhunting, outsourcing, and payroll service.

- Collaborated with clients to understand hiring needs and workforce requirements.
- Sourced and managed candidates through job portals, such as Glints, Pintarnya, KitaLulus, JobStreet, and LinkedIn.
- Conducted outreach and engagement for 1,000+ blue-collar and 200+ white collar candidates.
- Provided work readiness guidance to support candidate performance and onboarding.
- Successfully hired and onboarded 800+ candidates with 90-100% fulfillment for high-volume and event based hiring projects (10.10, 11.11, 12.12, and more).
- Responsible for accurate and timely HR administration, such as BPJS registration, contract management, warning letter, and certificate of employment.
- Activated employees' work account in HRIS and monitored employees attendance.
- Communicated with potential clients to identify business opportunities and hiring needs.

### PT Personel Alih Daya Tbk - Jakarta, Indonesia

Dec 2024 - Mar 2025

#### HR Recruitment and Training Intern

PT Personel Alih Daya Tbk is an outsourcing and offshoring company that specializes in providing call center, sales, marketing, security, and courriers.

- Carrying out the recruitment process based on the Manpower Planning (MPP) needs of the client company for various strategic and operational positions.
- Creating and publishing job vacancies for positions such as Courier, Driver, Sorter, Coordinator, PIC, and Sales through recruitment platforms such as KitaLulus, Pintarnya, Indeed, and LinkedIn.
- Managing the mass hiring process for 100+ of candidates for many positions, such as Courier, Driver, Sales, and Sorter, ensuring the process runs efficiently.
- Conducting online training for many positions, such as Courier, Driver, and Sorter.
- Handling employee payroll administration.
- Becoming the PIC for Sales recruitment project in 12 areas.
- Recording new shipments of inventory as they arrive, ensuring items are in good condition and properly stored.
- Labeling and categorizing inventory items for easy identification and tracking.

### PT Ivonesia Solusi Data - Jakarta, Indonesia

Aug 2023 - Dec 2023

#### HR People Development Intern

Ivosights is a tech based company that provides end-to-end solution in managing and enhancing customer experience.

- Constructed Job Description for 13 intern divisions.
- Constructed and managed performance review for 13 intern divisions based on the Key Performance Indicator (KPI).
- Initiated employee engagement programs, such as Morning Coffee and Ask Me Anything.
- Participated in conducting Company Culture Survey for 100+ employees to remodel the concept of the company's culture.
- Input data for 100+ employees in Human Resource Information System (HRIS).
- Concepted the onboarding program for new employees.
- Monitored Objective Key Result (OKR) System in the company.

### PT Trakindo Utama - Jakarta, Indonesia

Feb 2023 - Jun 2023

#### HR Project Intern

PT Trakindo Utama is the authorized dealer in Indonesia for Cat equipment, engines, fork lift and spare parts from Caterpillar Inc.

- Involved in a big project "Learning Gamification" of Human Resource in PT Trakindo Utama.

- Participated in writing and establishing the Learning Gamification, an online gamified onboarding session for new employees with 10 levels.
- Helped the Human Resource Division to provide the onboarding session in the most efficient and effective way.
- Continuously engaged with the other divisions in the company to maximize the constructing process of the project.

### Sweet as Haven - Jakarta, Indonesia

Dec 2023 - Present

#### Owner

Sweet as Haven is a bakeshop based in Jakarta that sells many kinds of dessert, such as soft cookies and cheese cake.

- Managing the sales of the products.
- Managed to sell around 1000+ soft cookies.
- Responsible in handling the cash flow in the shop.
- Concepting the concept, the values, and the market of the brand.
- Initiating the marketing strategies for the brand.
- Responsible for the operational process in the bakeshop.

## Education Level

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### Universitas Al-Azhar Indonesia - Jakarta, Indonesia

Aug 2020 - Aug 2024

*Bachelor of Psychology, 3.94/4.00*

- Participated in "Dukungan Psikologis Awal Selama Belajar dari Rumah" Workshop. We learned about individual's psychosocial condition, the ways of promoting the mental health paradigm to the survivor of traumatic events, and the process of healing.

### SMA Negeri 55 Jakarta - Jakarta, Indonesia

Jun 2017 - Jun 2020

*High School Diploma in Natural Sciences Major*

- Participated in Science National Olympiad (Mathematics)

## Organisational Experience

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### KMFPP UAI - Jakarta, Indonesia

Feb 2022 - Feb 2023

*Vice Chairman of Strategic Action and Studies*

- Investigate contemporary social and political issues.
- Decide on actions to achieve the goals and mobilize the resources needed with 3 main programs.
- Arrange and maximize the team's potentials, works, and achievements with the head of the department.

### KMPS Psikologi UAI - Jakarta, Indonesia

Feb 2022 - Feb 2023

*Secretary I*

- Responsible for administrative works in the association.
- Managing files and supporting all aspects of the various program.

### Anara ID - Jakarta, Indonesia

Aug 2020 - Aug 2021

*Head of Project Officer*

- Develop new ideas and content projects for the organization's progress.
- Arranging the works and projects conducted by the team.
- Responsible for the works and the projects conducted by the team.

### KMPS Psikologi UAI - Jakarta, Indonesia

Jan 2021 - Dec 2021

*Member of Strategic Action and Studies*

- Investigate contemporary social and political issues.
- Decide on actions to achieve the goals and mobilize the resources needed.

## Skills, Achievements & Other Experience

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- **ABSYAR (2022):** I was a member of the Event Division in ABSYAR 2022 which held by KMFPP UAI. At the time, our job was to create and develop the concept of the event, arrange the schedule of the whole event, decide on the properties needed, and we were responsible for the event's success.
- **POSKOLOGI (2022):** Poskologi 2022 was an event held by KMPS Psikologi that consisted of 3 sub-events, which are art exhibition, competitions, and seminar. In the event, I served as Secretary I which was responsible for the administrative works, managing files, and supporting many aspects of the event.
- **International Webinar (2022):** The theme of this webinar is "The Role of Mothers in Gender Identity Formation: An Islamic Perspective." It was held by the UAI Psychology Study Program in collaboration with Al Mustafa International University. I served as the Secretary in the event, which was responsible for all the administrative works.
- **PEMIRA & MUSMA (2023):** I was the chief committee of this event. MUSMA is "Musyawarah Mahasiswa", where the students of FPP

(Fakultas Psikologi dan Pendidikan) will decide on the regulations of the student organizations in the faculty, while PEMIRA is the event where the new president and vice president of the faculty's student executive board will be decided.

- **Mental Health Promotor** (2020): I was participating in the campaign held by Lingkar Psikologi in commemoration of World Mental Health Day 2020.
- **Business Owner** (2024): I have many online stores that located in Jakarta, selling many preloved books and clothes, and desserts, such as cheesecake and cookies. I managed to sell the products in the online store, had promoted about the store throughout many digital platforms, and handled the marketing, shipping, and interactions with the customers.