



LOVINA PUTRI WINANDI

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Pondok Surya Mandala Blok B2 no 27, Bekasi Selatan, Jawa Barat

A Psychology graduate with a strong interest in Human Resources and Recruitment. Passionate about understanding people, enhancing employee experience, and supporting organizational growth through effective talent acquisition. Eager to apply psychological principles to HR practices and develop a professional career in recruitment and employee development.

Education Level

Soegijapranata Catholic University - Semarang

Sep 2020 - Jul 2024

Bachelor Psychology, 3.71/4.00

Work Experiences

PT. Pratapa Nirmala (FAHRENHEIT) - Central Jakarta

Feb 2025 - Present

HRD Staff

PT. Pratapa Nirmalaa is a leading pharmaceutical industry in Indonesia, producing a variety of pharmaceuticals and other health-related products.

- Manage personnel administration such as attendance, leave, and employee data.
- Conduct recruitment processes starting from CV selection, initial interviews, to coordination with related users.
- Assist in implementing new employee orientation and training programs.
- Compile and archive employment-related documents in accordance with company policies.
- Support the implementation of company regulations and ensure compliance with employment regulations.
- Handle internal employee needs and help resolve HR-related issues.
- Coordinate with other divisions in supporting the company's operational activities.
- Create routine HR reports such as employee turnover

PT. Bifarma Adiluhung (Kalbe Group) - Jakarta, Indonesia

Nov 2024 - Feb 2025

Organization & People Development Intern

A leading pharmaceutical company

- Assisting in the implementation of training programs and employee development such as registration, making posters, and becoming an MC
- Collecting and analyzing training evaluation data for continuous improvement
- Assisting the recruitment process by screening candidate CVs
- Assisting in updating employee competency gap data

Organisational Experience

Intra School Student Organization - Bekasi, Indonesia

Sep 2017 - Aug 2018

Member of Security and Discipline

- Responsible for maintaining relationships between students and the school environment
- Successfully held a ceremonial training

Senate Internship Faculty of Psychology - Semarang, Indonesia

Nov 2020 - Sep 2021

Senate Internship

- Studying general and special tasks from the Student Senate of the Faculty of Psychology
- Recap the minutes in every meeting of the Faculty of Psychology Student Senate
- Giving an evaluation of events formed by the Student Executive Board of the Faculty of Psychology
- Successfully gave an assessment of the event formed by the Student Executive Board of the Faculty of Psychology

Student Senate of the Faculty of Psychology - Semarang, Indonesia

Sep 2021 - Oct 2022

Coordinator of Advocacy Commission I

- Accommodating the aspirations of students of the Faculty of Psychology through social media of the Faculty of Psychology Student Senate
- Bridging the relationship between students and the Dean of the Faculty of Psychology through the creation of aspiration questionnaires
- Successfully completed all design feeds and stories for social media of the Faculty of Psychology Student Senate

Integrated Introduction for New Students of the Faculty of Psychology - Semarang, Indonesia

Jul 2022 - Sep 2022

Publication, Documentation, and Decoration Coordinator

- Managing content publication on social media PTMB Faculty of Psychology 2022
- Do documentation on every PTMB event of the Faculty of Psychology 2022
- Successfully made after movie PTMB Faculty of Psychology 2022
- Decorating the PTMB event of the Faculty of Psychology 2022

Skills, Achievements & Other Experience

- **Basic Leadership Training Faculty of Psychology** (2021): Training the spirit of leadership and effective communication
- **Soft Skill:** Leadership, Communication, Problem Solving, Analytical Thinking, Teamwork, Recruitment, Training
- **Hard Skill:** Ms. Word, Ms. Excel, Ms. Power Point, Canva, IBM SPSS Statistic
- **Language:** English