



JUAN CHRISTIAN

HUMAN RESOURCES

CONTACT

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EDUCATION

2015 - 2023

UNIVERSITAS KRISTEN KRIDA
WACANA (UKRIDA)

*Industrial & Organizational
Psychology*

2012 - 2015

SMAK 2 BPK PENABUR
JAKARTA

SKILLS

- HRIS System
- Behavioral Interviewing
- Employer Branding
- Talent Management
- Microsoft Office
- Google Workspace
- HR Administration

LANGUAGES

- Bahasa
- English

PROFILE

Experienced Human Resources with 3 years in end-to-end recruitment or Talent Acquisition. Possess communication and organizational skills with the ability to manage hiring process. Dedicated & Adaptable to work effectively both independently and within a team environment.

WORK EXPERIENCES

PT. Sinar Terang Mandiri, Tbk

June 2025 - June 2026

Recruitment Officer

Impacted by Staff Reductions

- Managed end-to-end recruitment processes from job posting to onboarding activities
- Conducted candidate sourcing through LinkedIn, Social Media and other recruitment channels
- Conducted resume screening and initial interviews to assess candidates' qualifications, skills, and cultural fit
- Handled end-to-end medical check-up arrangements for candidates
- Handled all candidate departure arrangements, including transportation and flight ticket coordination for mining site assignments
- Organize candidate administration, including uploading the data to the HRIS System
- Managed the end-to-end walk-in interview process

PT. Lima Dua Lima Tiga, Tbk (Lucy Group)

August 2024 - June 2025

Talent Acquisition Staff

Impacted by Staff Reductions

- Managed end-to-end recruitment and talent acquisition processes for various positions across multiple departments & multiple outlets
- Managed the end-to-end walk-in interview process
- Responsible for preparing and managing employment offer letters and employee contracts
- Handled offboarding activities, including preparing employment reference letters and facilitating exit interviews
- Responsible for managing employee uniforms
- Managed attendance tracking and employee data through the Talenta HR system

Hiro Group Indonesia

November 2023 - August 2024

Human Resources Recruitment

- Managed recruitment processes including job posting, candidate screening, initial interview and onboarding
- Prepared employment offers and onboarding documentation.
- Participated in employer branding initiatives, career fairs, and recruitment events
- Managed the entire walk-in interview process from planning to execution
- Conducted background checks on job candidates prior to hiring
- Prepared recruitment reports and other administrative task



PT SINAR TERANG MANDIRI Tbk

MINING, CONSTRUCTIONS & ENGINEERING

CERTIFICATE OF EMPLOYMENT

SURAT PENGALAMAN KERJA

No. 768/STM-HRD/SPK/VI/2026

This is to certify that
Dengan ini menerangkan

Name
Nama : **Juan Christian**

Employee ID Number
No.Induk Karyawan : **GO-2507070001**

Business Area
Bidang Usaha : **Head Office**

Project Location
Lokasi Kerja : **Jakarta**

Last Position
Jabatan Terakhir : **Recruitment Officer**

Service Period
Masa Kerja : **Juni 2025 s/d Juni 2026**

Reason for Leavin
Alasan Berhenti : **Berakhir Kontrak**

While working at our company, the person concerned has shown the ability to work hard well, for this reason we would like to express our gratitude for the effort and dedication you have given to PT. Sinar Terang Mandiri Tbk, may your achievements and success always accompany you in the future.

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan kemampuan bekerja keras dengan baik, untuk itu kami mengucapkan banyak terima kasih atas usaha dan pengabdian yang telah saudara berikan kepada PT. Sinar Terang Mandiri Tbk, semoga prestasi dan keberhasilan selalu menyertai saudara di masa mendatang.

Jakarta, 29 Juni 2026

PT. Sinar Terang Mandiri Tbk

Dwidja Wibowo

Senior Manager Admin and Support



PT LIMA DUA LIMA TIGA Tbk

TO WHOM IT MAY CONCERN

315/HR/VI/2025

This is to certify that,

Juan Christian

Has been employed by PT.Lima Dua Lima Tiga, Tbk from August 26th, 2024 up to June 20th, 2025 with his last position as Talent Acquisition. During his employment with us, he has proved to be capable and trustworthy in the fulfillment of his duties.

He resigned from the company at his own request, We wish every success in his future career.

Jakarta, June 20th, 2025



LIMA DUA TIGA
PT LIMA DUA LIMA TIGA Tbk

Melati Setyorini
Director of Human Resources

PT. Lima Dua Lima Tiga Tbk
DWB Tower

Jl. Kebagusan 1 Kav.6 Kebagusan, Pasar Minggu - Jakarta Selatan

CERTIFICATE OF EMPLOYEMENT

SURAT KETERANGAN KERJA

NOMOR: 018/HRGA-HIRO/HO/VIII/2024

We here by state that :
Yang bertanda tangan di bawah ini menerangkan:

Name : JUAN CHRISTIAN
Nama

Latest Position : RECRUITMENT STAFF
Jabatan Terakhir

Working Period : 13 November 2023 – 13 Agustus 2024
Masa Kerja

Reason For Leaving : PERIODE PERJANJIAN KERJA TELAH BERAKHIR
Alasan Berhenti

During employment with us, he has accomplished him work well with full responsibility.

Selama bekerja sama dengan kami, dia telah melaksanakan tugasnya dengan baik dan penuh rasa tanggung jawab

We are grateful for the contribution and dedication that he has done for our company and we wish for success and good performance in him future career

Kami mengucapkan terima kasih atas usaha dan pengabdian yang telah saudara berikan kepada perusahaan, semoga prestasi dan keberhasilan menyertai saudara di waktu yang akan datang.

Jakarta, 08 Agustus 2024



EKO SETIAWAN
Senior HR Services Manager

PT HIRO GROUP INDONESIA