

ARHADEA NUR SYAHBANI

Human Resource

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PROFILE SUMMARY

Early career HR Professional with hands-on experience in Recruitment, Organization Development, HRGA, and People Development across various industries. Proven ability to manage HR operations such as HR administration, job analysis, training program development, and recruitment (screening CV and interview). Skilled in using HRIS (Mekari Talenta) and tools like Microsoft Office and Google Workspace.

PROFESSIONAL EXPERIENCE

Headhunter (Freelance) | PT Mobilitas Digital Indonesia (Transportation & Mobility Services) | October 2025 – January 2026

- Supported recruitment projects as a headhunter by conducting active and passive candidate sourcing for Staff, Manager, and General Manager level positions
- Conducted headhunting through LinkedIn and promoted job vacancies via LinkedIn, Telegram, and Facebook
- Reached out to potential candidates and conducted initial screening calls to assess candidate suitability
- Managed candidate database and submitted 30+ shortlisted CVs to the internal team
- Built and maintained positive relationships with potential candidates

HR Recruitment (Internship) | PT Rupa Rasa Indonesia (Food & Beverage) | February 2025 – May 2025

- Supported recruitment for 5+ positions (white and blue collar) by posting job advertisements on 3 platforms (Glints, Pintarnya, and Jobstreet Express), screening 1.000+ CV
- Facilitated psychotest sessions for white collar candidates via Google Meet by briefing participants and coordinating schedules, including WPT and DISC scoring
- Scheduled and conducted up to 10 video call interviews per day with shortlisted candidates
- Coordinated the offering process, including presenting job offers to candidates, ensuring all required documents were provided, and finalizing the hiring process
- Managed HRIS (Mekari Talenta) by registering and updating new employees data, setting up profiles, and ensuring proper system access for attendance purposes
- Updated and maintained the employee database, ensuring accuracy and supporting efficient HR administration
- Developed training material on Customer Service Excellence for employee onboarding
- Created organizational structures for 7 outlet branches to visualize workforce distribution
- Conducted outlets visits to observe operation, enhancing recruitment strategies for blue collar positions (Cashier, Crew Outlet, Server, Housekeeping, Cook, Cook Helper, Steward)

Organization Development & Culture Management (Internship) | PT Sigap Prima Astrea (Security Services) | August 2024 – December 2024

- Assisted in job analysis process by conducting interviews with employees across multiple departments to collect detailed information about job responsibilities, skills, and competencies for over 15+ positions
- Created accurate job descriptions by analyzing interview data and organizing it into standardized templates for 30+ job roles
- Managed administrative tasks for OD & Culture Management by organizing and reviewing over 20+ documents, including job descriptions, competency dictionaries, business processes, workload analysis, culture related materials, ensuring 100% compliance with company formatting standards
- Supported the execution of 10+ company culture events including sharing sessions, leaders talk, & team building activity by managing event documentation and administration
- Coordinated with the culture agents to monitor the execution of department sharing sessions by overseeing employee participation and engagement during the sessions for 3 events per months
- Developed 20+ questionnaire items for the culture assessment by integrating the company's core values to support the strengthening of organization culture
- Assisted in facilitating team building activities for 2 events by co-facilitating team games

HRGA (Internship) | PT Quantum Prima Konsultama (Tax Consulting) | March 2024 – June 2024

- Managed employee personal documents by maintaining and updating a database of 25+ employees, including employee ID numbers, join dates, employment status and contracts, personal information, and other documents to ensure accurate and organized information
- Organized and maintained HR documents, including employee attendance data, leave and permission records, overtime records, and other documents in accordance with company standards, and compiled monthly employee attendance records for payroll needs in coordination with and approval from the HRGA Manager, ensuring 100% data accuracy
- Facilitated the recruitment process by preparing documents such as hiring materials, new employee requisition form, candidate personal data form, psychological assessment test, and interview form
- Published job vacancy advertisements on 3 different platforms (the company's LinkedIn, Telegram, and WhatsApp) and designed job vacancy poster using Canva, attracting over 60+ new applicants
- Reviewed and screened applicant CVs, shortlisting 12 qualified candidates for user consideration, resulting in 10+ successful interviews conducted
- Administered a database of 100+ potential candidates using a recruitment tracker, ensuring candidate information and documents were well organized
- Supported in managing office inventory and GA documents, including updating and recording items such as uniforms, locker and drawer keys, and other inventory
- Assisted HRGA Manager to manage employee issues by conducting discussions with the HRGA team and maintaining communication with employee involved

People Development (OJT) | PT Rumah Konsul Indonesia (HR Consulting) | May 2022 – July 2022

- Developed and implemented 1 training program (time management) for 30+ training participants based on training need analysis (TNA)
- Created learning materials and training evaluations, including developing instructional media and training feedback, to ensure alignment with training objectives and achieve a 92.5% satisfaction rate
- Conducted regular evaluations to ensure continuous improvement of training programs, using participant feedback to refine training programs
- Collaborated with the HR and People Development team to develop training programs based on training needs analysis and ensure smooth implementation, successfully organizing 4 training sessions in 1 month

EDUCATION

Bachelor's Degree in Community Education | GPA 3.79/4.00 | State University of Jakarta | August 2016 – February 2021

- Relevant Coursework: Management of Training Programs, Learning Program Evaluation, Web-Based Training, Techniques to Improve Human Resources Performance

TRAINING

Recruitment Staff (OJT) | PT Unique Training Consultant | June 2025 - July 2025 | [Link](#)

- Course Topics: Focused on recruitment process implementation

HR Admin Staff Course | GPA 4.00/4.00 | Talenesia | December 2023 - February 2024 | [Link](#)

- Course Topics: Assist HR Function in Recruitment Process and Operations, Employee Administration, Assist General Affairs Functions in Office Facilities Management

Human Resources Bootcamp | GPA 3.75/4.00 | Harisenin.com | April 2023 – October 2023 | [Link](#)

- Course Topics: HR Fundamentals, Job Analysis, Recruitment and Placement, Learning and Development, Compensation and Benefits, and Employee Relations
- Final Project: Become a member of the HR consultant team to a company by creating HR plans including recruitment, training and development, compensation and benefit, and employee relations

SKILLS

Soft Skills: Communication, Problem Solving, Attention to Detail, Time Management, Teamwork

Hard Skills: HR Administration, Training Program Design & Evaluation (ADDIE, Kirkpatrick), Recruitment Support (Job Posting, CV Screening, Interview, Talent Sourcing), Job Analysis, Employee Data Management, HRIS (Attendance Management Software, Mekari Talenta), Microsoft Office, Google Workspace, Canva

Languages: Bahasa Indonesia (Native), English (Basic - Passive)