

AFIFAH INDAH MALIKA

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SUMMARY

A 6th semester active student at the University Persada of Indonesia Y.A.I majoring in Psychology with a strong academic foundation and a growing interest in Human Resource Development (HRD). Actively involved in campus organizations, contributing to event planning, team coordination, and leadership development initiative. Strong interest in employee development, organizational behavior, and workplace well-being. Seeking opportunities to further academic knowledge and organizational experience through internships or HR-related projects.

EDUCATION

Universitas Persada of Indonesia Y.A.I

- *Faculty of Psychology, Psychology Industry & Organization*
- Cumulative GPA: 3.6/4.00

WORK EXPERIENCE

HR Recruitment Intern

PT Berbinar Insightful Indonesia | Remote | November 2025 - May 2026

- Conducted candidate screening and interviews
- Selected candidates based on company requirements
- Managed recruitment communication and process until handover to manager

Registration Staff

Talk for Autism - Yayasan Autisma Indonesia | Freelance | Hybrid | June 2025

- A talkshow aimed at raising public awareness about the empowerment of individuals with autism in the workforce. The event focused on inclusive employment strategies, cross-sector collaboration, and innovative support systems to create equal opportunities in the job market.

Facilitator

PT. Kujaku Indonesia | Freelance | On-site | November 2024

- Served as a facilitator during a division gathering event for HUMAS POLRI, coordinated by PT. Kujaku Indonesia. Responsible for guiding group activities, ensuring smooth program flow, and fostering participant engagement and collaboration throughout the event.

Wedding Organizer Staff

ADK & Friends | Freelance | On-site | May 2023

- Assisted the bride and groom to be ini managed booth setup and decorations for wedding, ensuring coordination and timely delivery of services.

COMMITTEE & ORGANIZATION EXPERIENCE

Staff of Sports Art and Culture Department

BEM Fakultas Psikologi UPI Y.A.I | June 2024 - May 2025

- The Sport, Art, and Culture Department is dedicated to implementing a variety of programs that are designed to nurture and enhance the creative skills of students, encouraging them to explore and develop talents in different artistic and cultural field.

Project Officer

RAVUE 2025 | August 2024 - February 2025

- Assist in project coordination and monitoring, track progress and prepare reports
- Develop strategies and work plans
- Ensure projects stay on schedule and within budget

Staff of Sponsorship

Psycho Cup 2025 BEMF UPI Y.A.I | February 2025

- Secured sponsorships for a campus sports and arts event featuring basketball, futsal, saman dance, and Mobile Legends.
- Coordinated with external partners and internal teams to support event needs and deliver sponsor benefits

Staff of Public Relation

Blood Donation Program BEMF Psikologi UPI Y.A.I | November 2024

- Ability to coordinate with vendors for event.

Staff of Production

Jakarta International Model United Nation 2024 | January - August 2024

- Responsible for the online aspects of JMUN 2024.
- Shooting the opening and closing ceremony.
- Running the conference in zoom meeting.

Seminar Coordinator and Liaison Officer

SPEKIX (Special Kids Expo) 2024 | May 2024

- Plan and organize the seminar schedule, agenda, and logistics.
- Coordinate with speakers, trainers, and panelists regarding requirements.

SKILLS

Soft Skills:

- Time Management
- Project Management
- Collaborative
- Team Work
- Attention to Detail

Hard Skills:

- Microsoft Word – Advanced (creating employee handbooks, HR letters, and reports)
 - Microsoft PowerPoint – Advanced (developing training materials and HR presentations)
 - Microsoft Excel – Intermediate (tracking employee data, leave records)
 - Canva – Intermediate (designing internal communications, recruitment posters, and onboarding kits)
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