

BADAR MIFTAH ALFITSTSALITS

HR Recruiter & Talent Acquisition Specialist | People Operations | Workforce Management

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PROFESSIONAL SUMMARY

Results-driven HR Recruiter with over 1 year of hands-on experience managing full-cycle recruitment, HRIS administration, and talent pipeline development. Proven ability to source and engage qualified candidates across multiple platforms, coordinate cross-functional HR operations, and deliver efficient workforce solutions in fast-paced environments. Experienced in supporting large-scale events and dynamic organizations, with strong interpersonal skills and a track record of building professional relationships at all levels.

CORE COMPETENCIES & SKILLS

Recruitment & Talent Acquisition: Full-Cycle Recruitment, Sourcing Strategy, Candidate Screening, Competency-Based Interviewing, Offer Negotiation, Onboarding & Offboarding

HR Operations: HRIS Management (Talenta), Employee Data Management, Contract Administration, HR Reporting, Exit Interview Facilitation

Platforms & Tools: LinkedIn Recruiter, Jobstreet, Indeed, Facebook Jobs, Telegram, Google Workspace, Google Forms

Soft Skills: Stakeholder Communication, Cross-Functional Collaboration, Problem-Solving, Adaptability, Attention to Detail

Languages: Indonesian (Native), English (Professional Working).

WORK EXPERIENCE

Indonesian Localization Moderator | [MOONTON GAMES](#)

Jakarta, Indonesia • Jul 2025 – Present

- Deliver accurate English-to-Indonesian localization for in-game content, live events, and product updates, ensuring consistency across all game-related materials.
- Maintain and enforce terminology, tone, and style guides across localized assets, upholding brand integrity for one of Southeast Asia's largest mobile gaming platforms.
- Analyze player experience from a linguistic perspective and submit actionable recommendations to the localization and product teams to improve user satisfaction.

Independent Trader (Self-Employed) | [Freelance](#)

Remote • Oct 2023 – Present

- Independently manage a personal investment portfolio across cryptocurrency and financial markets, applying technical and fundamental analysis alongside disciplined risk management to evaluate and optimize trading performance.

Human Resources Recruitment Officer | [Vega Technology Indonesia](#)

Jakarta, Indonesia • Oct 2022 – Oct 2023

- Successfully filled 15+ roles across all levels — from freelance to managerial — by executing end-to-end recruitment covering job briefing, posting, sourcing, screening, interviews, offer management, and contract finalization.
- Conducted manpower planning in close collaboration with user departments to align hiring timelines with business needs and headcount targets.

- Sourced candidates across 5+ platforms (Jobstreet, LinkedIn, Indeed, Facebook, Telegram), consistently maintaining a healthy and diverse talent pipeline.
- Managed full onboarding and offboarding workflows including HRIS registration (Talentia), employee induction, exit clearance, and exit interviews.
- Administered HRIS (Talentia) to ensure accuracy of employee records, contract data, and HR documentation.
- Produced weekly and monthly recruitment performance reports for leadership, tracking pipeline health and hiring progress.
- Designed digital HR forms via Google Forms (exit interviews, training requests, evaluations), streamlining HR processes across the organization.
- Built and maintained a structured talent pool to reduce time-to-hire for recurring and high-demand roles.

Legislative Affairs Intern | [Sekretariat DPRD Kota Bukittinggi](#)

Bukittinggi, Indonesia • Feb 2021 – Apr 2021

- Supported formal council sessions by drafting and documenting official meeting minutes with high accuracy and adherence to institutional standards.
- Maintained and organized official legislative records, correspondence, and regulatory documents, ensuring completeness and accessibility of administrative files.
- Participated in policy-related activities including recess engagements and official visits, gaining exposure to structured government operations and institutional processes.
- Applied strong attention to detail and administrative discipline in a formal, compliance-driven institutional environment.

Student Brand Ambassador | [Cicil.co.id](#)

Jakarta, Indonesia • Nov 2017 – Sep 2021

- Represented the brand across university campuses, driving product awareness and user acquisition through targeted community engagement and marketing initiatives over nearly 4 years.
- Facilitated student installment applications and provided frontline customer support, contributing to user onboarding and retention.

VOLUNTEER & EVENT EXPERIENCE

HR Coordinator Volunteer | [PEPARNAS XVII Solo 2024](#)

Surakarta, Indonesia • Oct 2024

- Coordinated HR operations for a national multi-sport event, supporting large-scale workforce planning and manpower allocation across multiple teams.
- Managed volunteer registration, data entry, and attendance tracking with high accuracy under tight event timelines.
- Maintained structured HR documentation and collaborated with cross-functional committees to ensure smooth operational delivery.

Arrival, Departure & Logistics Volunteer | [INASPOC – Indonesia ASEAN Para Games 2022](#)

Tangerang, Indonesia • Jul – Aug 2022

- Supported arrival and departure operations for international delegates at Soekarno-Hatta International Airport.
- Coordinated transit logistics for athlete contingents traveling to and from Solo, ensuring timely and efficient movement.
- Resolved on-site operational issues and handled delegate inquiries in a high-pressure, time-sensitive environment.

Accreditation Liaison Officer | [INASGOC – Indonesia Asian Games 2018](#)

Jakarta, Indonesia • Aug – Sep 2018

- Served as the Accreditation Liaison Officer for VIP delegates at HQ Hotel Mulia, managing secure access and accreditation compliance.
- Delivered high-standard guest handling for high-profile international stakeholders, maintaining professionalism in a demanding environment.

EDUCATION

Bachelor of International Relations (Final Semester) | [President University](#)

Sep 2025 – Present • Transfer Student — previously studied at UIN Jakarta (2017–2022)

Level 3 Diploma in Computing (QCF) | [NCC Education](#)

Aug 2015 – Jun 2016

CERTIFICATIONS & TRAINING

- Data Processing with R Software — Pelatihan Pengolahan Data
- Global Entrepreneurship & Innovation Bootcamp
- Introduction to Global Sustainability Management
- General Training: Communication Skills, Interpersonal Skills, Etiquette & Cultural Awareness