



ANDI ZAHIRA AL HUMAIROH

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Bekasi, West Java, 17510

Graduated with a Master's degree in Management. Eager to embark on a career in human resources. I am enthusiastic about learning new concepts in a dynamic environment and proficient in Microsoft Office applications and data analysis. Additionally, I bring valuable experience from my participation in various organizations and volunteer activities.

Work Experiences

Skolla Edtech

Aug 2024 - Dec 2024

Employer Branding Internship

- Support for employer branding needs and strategies that align with company culture and values in Skolla's LinkedIn page and Instagram @skolla.allbase
- Developed strategies to enhance the company's image
- Designed 20 content briefs related to employee and work life
- Improved engagement in Instagram and LinkedIn account for 5 months
- Collaborate with Skolla's Recruiter for promotion and handling call to action

Education Level

Institut Pertanian Bogor (IPB University) - Bogor, West Java

Sep 2018 - Sep 2022

Bachelor of Family and Consumer Sciences, 3.60/4.00

- Minors in Functional Management - Human resources management and Management introduction
- Relevant Coursework - Psychology Introduction, Holistic Education, Consumer Behaviour
- Secretary - Thematic Community Service Program (KKN-T)
- Communication and Information Bureau - BEM Fakultas
- Design Publication and Branding Division - Komunitas Kakak Asuh
- Treasurer - Himpunan Mahasiswa

Institut Pertanian Bogor (IPB University) - Bogor, West Java

Aug 2023 - Aug 2025

Masters Management Sciences, 3.95/4.00

- Major in Human Resources
- Secretary - International academic visit event

Courses, Certifications, and Trainings

Pelatihan Skema Staf Administrasi Sumber Daya Manusia

Oct 2024 - Present

Forum Human Capital Indonesia

- Job Description Development
- Social Security Administration
- Payroll Administration
- Administration of HR policy implementation

Pelatihan Kompetensi Human Resources

Oct 2025 - Present

PT. Wahana Insan Prima

- Designing Effective Organization
- SOP Development and Implementation
- Compensation and Social Benefits

HR Generalist Training

Oct 2025 - Present

Talentiv Academy

- Organizational design, recruitment & selection fundamentals
- Drafted and streamlined HR SOPs
- Applied KPI/OKR for performance management
- Built learning programs, optimized HR admin & HRIS

Short Class Microsoft Excel

Oct 2025 - Present

MySkill

- Completed short class focused on data analysis and reporting using Pivot Tables in Microsoft Excel

Recruitment Specialist

Nov 2025 - Present

Talentiv Academy

- Designed end-to-end recruitment flow, including ERF development
- Executed talent sourcing, headhunting, and CV screening
- Developed recruitment assessment tools
- Conducted Behavioral Event Interview (BEI) and Competency-Based Interview (CBI)
- Drafted employment offering letters (PKWT/PKWTT)

Additional

- **Soft Skills:** Communication, Time management, Teamwork, Adaptability, Problem solving, Analytical thinking
- **Technical Skill:** Microsoft Office, HRIS, SPSS, Adobe Photoshop, Canva
- **Language:** Indonesia, English