

NICKY SYARIF FAUZANI

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Business Administration student with hands-on experience in recruitment, candidate screening, and employee mapping within organizational and corporate environments. Experienced in designing recruitment processes, coordinating stakeholders, and managing candidate data. Strong interest in Talent Acquisition and People development.

EDUCATION

Diponegoro University

August 2023 - Present

Business Administration — Concentration in Human Resource Management

GPA : 3.93

- National Funding PKM-K 2025 by Kemendiktisaintek
- Runner Up 1 Pitching Start Up Class by Ekonomi & Bisnis HMPS Administrasi Bisnis Undip
- Best Research School Grup Business Administration 2023

WORK EXPERIENCE

PT Kilang Pertamina Internasional — Jakarta

Jan 2026 - Mar 2026

Risk Strategy Intern

- Managed and maintained structured data within internal systems (ERMS), ensuring accuracy and consistency.
- Identified gaps in ERMS reporting and proposed dashboard improvements to enhance visibility of key risk indicators, supporting more efficient monitoring and decision-making.
- Supported coordination across departments by preparing reports and presentation materials.

PT BPR DP Taspen — Bekasi

Jul 2025 - Aug 2025

Risk Management & Compliance Intern

- Assist the team in evaluating risk profiles to be reported to the OJK (Otoritas Jasa Keuangan).
- Conducted employee mapping to identify participants for risk management socialization programs.
- Reviewed legal-related documents to support compliance processes, ensuring alignment with internal policies and regulatory requirements.

ORGANIZATION & PROJECT EXPERIENCE

UKM Research and Business Undip

Jan 2024 - Jan 2026

Vice Manager Internal Project

- Contributed to recruitment UKM RnB 2025, including design recruitment process, sourcing, screening, and selection.
- Coordinated interview scheduling and communication between candidates and internal team at UKM RnB Recruitment 2024 & 2025.
- Developed evaluation criteria to ensure candidate-job fit and Managed onboarding process to support smooth integration of new members.

Injection Business Competition

May 2024 - Sep 2024

Project Leader

- Led end-to-end project execution by planning and managing a national-level business competition event.
- Designed recruitment strategy and successfully recruited and managed 50+ committee members.
- Coordinated with external stakeholders, including sponsors and company partners, to secure collaborations and support event implementation.
- Managed cross-functional teams and ensured alignment across divisions throughout the project.

SKILLS

Microsoft Office • Google Workshops • Event Management • Data Reporting • Administration • Canva • Communication • Attention to Detail.