

SHANIA AFIFA MAHARANI

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SUMMARY

A Recruiter with experience in fintech, outsourcing and IT company. Managed full-cycle of recruiting from sourcing, screening, interviewing, administration and scoring psychotest. Experienced handling various projects based on client's needs. A motivated and willing to learn person.

EDUCATION

Gunadarma University - Jakarta
Bachelor Degree in Psychology | 3.73

Sep 2016 - Des 2020

WORK EXPERIENCE

PT Prismas Jamintara – Jakarta

May 2025 – Now

Senior Recruitment Officer

- Responsible for managing the end-to-end recruitment cycle to meet the client's request in various section such as FMCG: Fonterra Brands Indonesia, Banking: BRI, Mandiri, DBS, ICBC, Finance: ORIX, Retail Fashion: UNIQLO, etc.
- Collaborate with hiring managers and client representatives to understand job requirements.
- Track recruitment metrics and prepare weekly/monthly reports. Successfully hired more than 50 candidates during 6 months.
- Assign requisitions and manage workload distribution.
- Monitor team KPIs and ensure consistent performance standards.
- Present the company at job fairs, campus recruitment, and quarterly client's report.
- Deliver pre-interview training to shortlisted candidates to prepare them for final interview, including company briefings.
- Enhance recruitment strategies, tools, and sourcing methods.

PT Progo Puncak Group – Jakarta

March 2024 – May 2025

Talent Acquisition Specialist

- Handle recruitment process from sourcing, screening, interviewing and attracting of applicants for opening position.
- Collaborated with all division to fulfill existing request.
- Facilitating salary negotiations.
- Guide new joiner for onboarding and orientation include the contract.
- Communicate with RPO and BPO about position fulfillment.
- Responsible for employee and payment entry in system.
- Maintain database for payroll purposes.

PT Prismas Jamintara – Jakarta

July 2022 – May 2023

Recruitment Officer

- Actively looking for the best candidate by advertising vacancies on job portal or social media based on client's request.
- Handle recruitment process from sourcing, screening, interviewing and attracting of applicants for opening position.
- Served as the main point of contact for all parties throughout the collaborative hiring process.
- Collaborated with Relation Officer Team to fulfill client's request.
- Conducted psychotest and psychogram.
- Made summary profile for client.
- Managed the company's social media for attract the candidates.

PT Alfa Goldland Realty (Alam Sutera Group) – Alam Sutera

April 2022 – July 2022

Marketing Administration Internship

- Created documents related to sales and marketing.
- Doing basic sales and marketing administration.
- Made a form for reimbursement.
- Processed cash report sales and sales champion every month for the finance department.
- Prepared and complete documents related to sales and marketing.
- Communicated with marketing support and general manager regarding sales and marketing documents.

PT. Cxrus Solutions Indonesia - Jakarta

Nov 2021 – Feb 2022

HR Recruitment Internship

- Participated in the recruitment process which involves sourcing with job portal, CV screening and selection of ideal individuals
- Coordinated recruiting events and sourcing activities and assessing

- Arranged a schedule for User and HR interview
- Assisted HR to do with administrative and HR related task
- Input and filling documents
- Processed all the employee's attendance every months

Gunadarma University - Jakarta

Sept 2018 - Sept 2020

Staff Monitoring Students Absent

- Monitored and input the attendance all of Gunadarma University's students.
- Processed data of student's attendance every semester using Ms. Excel
- Developed the lecturers attendance at the beginning of the semester
- Rechecked the number of projectors and access class cards after each lecture has ended
- Set the student schedule if anyone wants to change class hours
- Prepared all student attendance in the Depok campus region for the next semester at the beginning of each semester

CERTIFICATION & VOLUNTEER WORK

Fashion Rhapsody – Jakarta

Jan 2020

Seating Arrangement Volunteer

- Responsible for direct and arrange guest placement
- Supervise and warn guests if someone violates the rules during the show

SPSS for Psychology Course – Jakarta

2019

Gunadarma University

- Learned and operated Statistical Package for the Social Sciences (SPSS) Software for Psychology

SKILL

- End-to-end recruitment
- ATS platforms (BambooHR)
- Client & Stakeholder Management
- HRIS familiarity
- Data reporting & Excel proficiency
- Recruitment analytics
- Team mentoring & guidance
- Training new recruiter