

DANI WIJAYANTO

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PROFESSIONAL SUMMARY

Experienced Human Resources and Talent Acquisition professional with more than 8 years of expertise in end-to-end recruitment, HR planning, employer branding, and training management. Information Technology (IT), Sales & Marketing, Finance & Accounting, Human Resources, Logistics & Operations, FMCG, Startup & Technology Companies, Retail & Services
Recruitment Levels: Staff Level, Supervisor, Managerial, Head Level, C-Level Positions

Skilled in developing recruitment strategies, manpower planning, employee onboarding, psychological assessments, KPI development, and organizational development initiatives. Strong communication, negotiation, leadership, and stakeholder management abilities with experience collaborating directly with Directors, CEOs, and Hiring Managers.

CORE COMPETENCIES

- Talent Acquisition & Recruitment
 - HR Planning & Manpower Forecasting
 - Employer Branding
 - HR Business Partner (HRBP)
 - Training & Development
 - Recruitment Strategy
 - Interview & Candidate Assessment
 - Psychological Testing (DISC, CFIT, PAPI kostick)
 - KPI & SOP Development
 - Organizational Development
 - Employee Relations
 - Negotiation Skills
 - Leadership & Team Management
 - General Affairs Administration
 - Performance Management
 - Stakeholder Management
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TECHNICAL SKILLS

- Microsoft Office (Excel, Word, PowerPoint)
 - Canva
 - Job Portals & LinkedIn Recruitment
 - Recruitment Administration
 - HR Documentation & Reporting
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PROFESSIONAL EXPERIENCE

ExpertLink (Headhunter Company)

Head of Recruitment

Aug 2025 – Present

Key Responsibilities:

- Led recruitment operations and hiring strategies for multiple clients.
- Identified and sourced candidates through job portals, social media, referrals, and networking.
- Conducted interviews and candidate assessments for managerial positions.
- Coordinated directly with Directors and clients regarding hiring requirements and recruitment progress.
- Handle end-to-end recruitment processes from sourcing to onboarding.
- Search and identify potential candidates through job portals, LinkedIn, social media, referrals, and networking.
- Conduct candidate screening, phone interviews, and face-to-face/virtual interviews.
- Coordinate with clients or hiring managers regarding manpower needs and recruitment strategies.
- Build and maintain talent pipelines for future hiring needs.
- Perform executive search and headhunting for managerial and strategic positions.
- Analyze candidate qualifications, experience, and cultural fit with company requirements.
- Arrange interview schedules between candidates and hiring managers.
- Negotiate salary offers and compensation packages with candidates.
- Monitor recruitment progress and ensure hiring targets are achieved.
- Prepare recruitment reports, hiring updates, and recruitment metrics.
- Maintain good relationships with candidates and clients throughout the recruitment process.
- Conduct employer branding activities to attract top talent.
- Stay updated on hiring trends, salary benchmarks, and labor market conditions.

PT Personel Alih Daya Tbk (Persada) (Outsourcing)

HRBP – Recruitment & Training Specialist

Des 2024 – Apr 2025

Key Responsibilities:

- Lead and manage end-to-end recruitment processes to fulfill business manpower requirements.
- Develop recruitment strategies, interview methods, and candidate assessment procedures aligned with company objectives.
- Conduct workforce planning and hiring forecasts to support business sustainability.
- Forecast weekly and monthly hiring needs and adjust recruitment strategies accordingly.
- Determine recruitment selection criteria and evaluation methods.
- Build relationships with external institutions and recruitment partners to strengthen talent sourcing.
- Handle full recruitment processes including posting vacancies, sourcing, psychological testing, medical check-ups, and employment contracts (PKWT).
- Recruit and train employees for expedition projects including couriers, drivers, and warehouse staff. .

PT Eka Putra Tour (Project Based)

Recruitment Consultant (Managerial Hiring)

Nov 2024 – Mar 2025

Key Responsibilities:

- Managed full-cycle recruitment processes for managerial-level positions.
 - Conducted sourcing, screening, interviews, and candidate evaluations.
 - Represented the company at industry events and networking sessions.
 - Provided market insights, salary benchmarking, and hiring trends to clients and candidates.
 - Managed recruitment administration, reporting, and offer negotiations.
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PT Swakarya Insan Mandiri Group (Outsourcing)

Recruitment Lead

Feb 2024 – Sept 2024

Key Responsibilities:

- Managed and supervised recruitment teams to achieve hiring targets.
 - Developed recruitment procedures and interview assessment methods.
 - Conducted manpower planning and recruitment forecasting.
 - Managed full-cycle recruitment processes including sourcing, interviews, psychological tests, medical check-ups, and contract preparation.
 - Built partnerships with external institutions and talent pools.
 - Managed in-house recruitment activities across multiple divisions.
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KUPU ID (Sinarmas Group)

Freelance Recruiter (IT & Non-IT) – Remote

Oct 2023 – Dec 2024

Key Responsibilities:

- Conducted recruitment processes for IT and non-IT positions.
 - Performed sourcing, screening, phone interviews, and virtual interviews.
 - Collaborated with hiring teams to identify and select qualified candidates.
 - Tracked recruitment metrics and improved talent acquisition effectiveness.
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MSBU – Tech Staffing & Recruiting

Freelance IT Recruiter – Remote

Nov 2023 – Jul 2024

Key Responsibilities:

- Developed recruitment strategies for IT-related positions.
- Conducted sourcing, interviews, candidate screening, and assessments.
- Collaborated with hiring managers to fulfill recruitment needs.

- Managed recruitment processes from staff level up to department head level.
 - Stayed updated with industry trends and implemented innovative recruitment approaches.
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PT BPW Buana Jaya Viesta Christour

Human Resource & Marketing

Mar 2023 – Nov 2023

Human Resources Responsibilities:

- Managed end-to-end recruitment for all divisions and positions.
- Conducted interviews, screening, and employee onboarding.
- Coordinated with line managers regarding workforce requirements.
- Managed employment contracts (PKWT & PKWTT) and salary negotiations.
- Developed KPI systems for sales teams.

Marketing Responsibilities:

- Conducted competitor analysis and market research.
 - Coordinated seminars, exhibitions, and promotional activities.
 - Created company profiles and marketing proposals.
 - Collaborated with sales teams on business strategies and presentations.
 - Reported sales performance directly to the Owner/CEO.
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PT Soyaka Cerdas Kaya (SHOX Rumahan Startup Company)

Talent Acquisition Specialist & Employer Branding

Aug 2022 – Mar 2023

Key Responsibilities:

- Managed recruitment for IT, Product, Sales, Marketing, Finance, Warehouse, Procurement, and Creative divisions.
- Developed job descriptions, KPIs, SOPs, and organizational structures.
- Managed employer branding through LinkedIn and Instagram.

- Conducted sourcing, onboarding, salary negotiations, and employment contract management.
 - Collaborated directly with the CEO and General Manager to solve recruitment challenges.
 - Supervised employee contract periods and renewal processes.
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PT Indomobil Finance Indonesia

HR Planning & Recruitment Coordinator

Nov 2021 – Aug 2022

Key Responsibilities:

- Managed recruitment advertisements through job portals and social media.
 - Coordinated recruitment processes across branches in Indonesia.
 - Conducted recruitment, promotion, and demotion activities.
 - Developed manpower planning (MPP) for each division.
 - Coordinated employee relations and disciplinary matters.
 - Ensured recruitment activities were aligned with SLA and company targets.
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PT KB Finansia Multi Finance

Supervisor Recruitment & Training

Feb 2021 – Nov 2021

Key Responsibilities:

- Conducted recruitment and selection processes for sales positions.
 - Provided product knowledge and company culture training.
 - Managed sales target reporting and branch coordination.
 - Coordinated operational manpower requirements with outsourcing partners.
 - Developed sales KPIs and monitored performance achievements.
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PT Blue Bird Group Tbk

Human Resource Supervisor

Jan 2018 – Jan 2020

Key Responsibilities:

- Conducted recruitment and selection for driver candidates including medical and driving tests.
 - Provided training, coaching, and motivational sessions for drivers and employees.
 - Managed HR administration, attendance, employee databases, and employment agreements.
 - Coordinated company policies and operational communications.
 - Managed employee turnover reports and recruitment targets.
 - Ensured branch operational performance achieved company objectives.
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PT Pusaka Prima Transport (Part of Blue Bird Group)

Sales & Marketing Officer

Aug 2017 – Jan 2018

Key Responsibilities:

- Identified and approached potential corporate customers in Jakarta.
 - Conducted product presentations and partnership negotiations.
 - Developed marketing proposals and long-term client relationships.
 - Managed customer inquiries and sales activities.
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PT Eka Boga Inti

Senior Call Center

Apr 2015 – Mar 2017

Key Responsibilities:

- Handled customer complaints and inquiries professionally.
 - Provided solutions related to customer orders and services.
 - Maintained excellent customer service standards.
 - Supported telemarketing activities and customer retention.
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PT Teleperformance for PT Zurich Insurance Indonesia

Telemarketing

Dec 2014 – Mar 2015

Key Responsibilities:

- Conducted outbound telemarketing activities.
 - Promoted insurance products and services.
 - Managed customer communication and sales opportunities.
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EDUCATION

Institut Ilmu Sosial & Ilmu Politik Jakarta – Indonesia

Bachelor's Degree in Communication Management

Aug 2009 – Feb 2014