

HANA NUR SYIFA

+6285921182048 | hana.nur.syifa@gmail.com | Cikarang, West Java | <http://linkedin.com/in/hananursyifa>

PROFILE

Bachelor's Degree in Psychology with professional experience as a Recruiter. Proven ability to manage end-to-end recruitment processes, including candidate sourcing, screening, interviewing, and evaluation. Experienced in handling recruitment administration and analyzing interview outcomes and psychometric test results. Strong organizational and communication skills with excellent analytical, problem-solving, and decision-making abilities.

Work Experience

PT. HOFZ Indonesia

HRGA Admin Staff

Juni 2026 - Now

- Managed the end-to-end recruitment process, including candidate sourcing, CV screening, interview coordination, job offering, and employee onboarding.
- Maintained and updated employee records and databases for both new hires and existing employees, ensuring data accuracy.
- Prepared and managed monthly employee attendance reports.
- Drafted and administered employment contracts for new hires and contract renewals.
- Monitored employee contract expiration dates and coordinated timely contract renewals.
- Managed personnel administration and maintained employee documentation in compliance with company policies.
- Oversaw company asset management, including asset registration, distribution, inventory tracking, and maintenance.
- Prepared HRGA administrative reports and ensured accurate record-keeping to support business operations.

PT. Mersifarma Tirmaku Mercusana

Recruitment Staff

Oct 2022 - April 2026

- Managed end-to-end recruitment processes, including sourcing, screening, and interviewing candidates. (Divusuon IT, Purchasing, Finance, Accounting, Export Impor, Internal Audit, QC, , QA, HR, Production, Marketing.)
- Recruited and onboarded approximately ± 7 employees within one week.
- Conducted salary negotiations with selected candidates.
- Administered, scored, and analyzed psychological assessments for recruitment and promotion (DISC, Kraeplin, IST, CFIT, PAPI Kostick, MMPI, MBTI, EPPS).
- Entered and maintained daily new employee data in the HRIS system (Talenta by Mekari) for administrative and payroll purposes (± 10 records per day).
- Managed and updated approximately 50 candidate withdrawal records per day.
- Coordinated and scheduled medical check-up (MCU) arrangements for employees.
- Researched and established partnerships with medical clinics.
- Managed employee onboarding and conducted new hire orientation.
- Posted and promoted job vacancies on the company career page, social media, and external job portals.

Work Experience

Puninar Logistics Recruitment Intern

May 2022 - Aug 2022

- Reviewed and screened over 100 CVs per day.
- Invited more than 500 candidates per month to participate in psychological testing.
- Conducted psychological tests for over 500 candidates per month (3–5 days per week).
- Explained psychological assessments to candidates, including DISC, CBI, TQI, BETA III, PAPI Kostick, and GRIT.
- Scored and analyzed more than 20 psychological test results per day.
- Shared psychological test results with candidates and internal teams via WhatsApp on a daily basis.
- Updated and maintained psychological test results in Google Sheets daily.
- Conducted interviews for PKL (internship) candidates.

Educational History

UNIVERSITAS PANCASILA, JAKARTA Bachelor Of Psychology (2017- 2022)

Skill & Certification

Certification : Lembaga Bahasa LIA : successfully completed a course in English for Adults: Elementary Levels

Hard Skills : Microsoft Office, Google Workspace, Canva, Negotiation, Interview, Psychology Assesment

Soft Skills : Interpersonal skill, Critical Thinking, Problem Solving, Teamwork, Communication, Networking Skills, Analytical Skills.

Organizational & Other Experience

Event Mersifarma 27 Year of Business at PT. Mersifarma TM

September 2024

Event Departement

- Handled competition participants before and during the event.
- Ensured door prizes were prepared and distributed during the event.
- Welcomed VIP guests and escorted them to their designated seats.

Committee Secretary

- Prepared the event budget plan.
- Drafted two versions of the event proposal: one for management approval and one for sponsorship purposes.
- Composed invitation letters for directors and VIP guests.
- Coordinated with the event committee to ensure smooth event execution.
- Recorded minutes of meetings held prior to the event.
- Ensured no issues occurred before and during the event.
- Communicated committee suggestions to the event coordinator.
- Prepared income and expense reports during the event.
- Compiled the final event report after the event concluded.

Event Mersi Fun Day at PT. Mersifarma TM

April 2024

Event Departement

- Managed registration for 100 participants at the Mersi Fun Day event.
- Ensured the event ran according to the schedule.
- Prepared and distributed door prizes during the event.

Event Buka Bersama & Bakti Sosial at PT. Mersifarma TM

March 2025

Commitee Secretary

- Prepared event activity proposals.
- Created event payment plans and budgets.
- Prepared permission letters for the venue and surrounding community.
- Prepared invitation letters for company partners.