

IMAS BRINGO WIJAYA

Recruitment Supervisor

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✉️ Johaneswijaya07@gmail.com

🏠 Kota Bekasi



WORK EXPERIENCES

HR Specialist - Recruitment

PT Rexline Engineering Indonesia (EPC Australia Company)

03/2026 - Present, Surabaya

- Responsible for the end-to-end recruitment process for White Collar positions in the Head Office, Site Projects, and Warehouse.
- Coordinate with users regarding manpower requirements, placement, qualifications, and interview scheduling.
- Negotiate with candidates (join date, salary, etc).
- Create offer letters and agreements for new employees.
- Conduct onboarding new employees both offline and online.
- Coordinate with the GA and Engineering teams regarding the departure of new employees to project sites, including ticketing, MCU, hand carry, etc.
- Monitor employee contracts.

Recruitment & HRGA Senior

PT Digital Nayaka Abhinaya (IT Service)

03/2025 - Present, Bekasi

- Responsible for the recruitment process for IT and marketing position.
- Collaborate with schools for internship programs.
- Manage office facilities, such as building cleanliness and maintenance.
- Manage office procurement and inventory.
- Coordinate with vendors related to general company needs, such as cleaning, security, and stationery providers.

HRGA - Recruitment Specialist

PT Indonesia Xin Hai Steel Structure (PMA China - General Contractor)

10/2024 - 03/2025, Cikarang

- Responsible for recruitment 3 subsidiaries company (PT Xin Hai Steel Structure, PT Sumber Sukser Machinery, PT Anugerah Konsultan Design)
- Responsible for end to end recruitment process for all projects, workshop, and head office from non staff - managerial level.
- Negotiable salary new employee.
- Update database employee
- Monitoring PKWT, mutation, demotion, and promotion employee.
- Support payroll and industrial relation

PERSONAL PROFILE

As a Bachelor of psychology from Universitas Mercu Buana Yogyakarta. I have more than three year experience in human resource. Understand the flow of the recruitment process, psychotest and interviews, Pph21, UU Ketenagakerjaan, etc

SKILLS

Microsoft Office

Team leadership

Recruiting

HRIS

HR Management

UU Ketenagakerjaan

EDUCATION

Bachelor of Psychology, Universitas Mercu Buana Yogyakarta

09/2017 - 08/2021

GPA 3.50 from 4.00

LINKS

Linkedin Account :

<https://www.linkedin.com/in/imas-bringo-wijaya/>

Recruitment Specialist

PT Minori / Minori Group (Sending Organization to Japan)

01/2024 - 10/2024, Cikarang

- Responsible for the recruitment process for 15 Japanese companies
- Carrying out psychological test induction, psychal test, etc
- Responsible for carrying out additional testing according to requests from KUMIAI (Accepting Organization in english) for example : Japanese krapelin, GTS, Saikakyo, etc.
- Create test report and input to the system.
- Collaborate with other division to scheduling interview with user

MT - Recruitment Supervisor

PT Sinar Sosro (Beverage Company)

02/2022 - 01/2023, Bekasi City

- Responsible for the recruitment process for non staff level - supervisor
- Responsible for internal employee promotion, transfer, and demotion processes
- Responsible for conducting training (salesmanship)
- Conducting NEOP (New Orientation Employee Progam) for new employees
- Controlling Man Power Planning
- Administer the entire recruitment process
- Cooperate with outsource, school, and other agencies to fullfilment recruitment

Staff Recruitment Site Construction

PT Epiterma Mas Indonesia (Steel Fabrication & Mining Construction)

11/2021 - 02/2022, Cikarang, Bekasi Regency

- Create labor recruitment reports.
- Schedule candidate selection and prepare psychotest as well as carry out written exams, practical exams and interviews.
- Carrying out administrative selection of incoming application according to the required requirements.
- Save and maintain labor selection documents neatly
- Create job advertisment at job portal and socila media

Assistant Project Psychologist (Internship)

Biro Psikologi Prima Consultant

04/2021 - 07/2021, Bantul, D.I Yogyakarta

- Manage social media accpunts (innstagram)
- Creating campaigns mental health at instagram
- Organizing webinars and instagram live events about mental health