



AI GINA SHOLINA

08125534949 | gina.sholina@gmail.com | www.linkedin.com/in/ai-gina-sholina-5a6166a6 | https://canva.link/73ocv4jkdvje0vm

Kebayoran Lama, Jakarta Selatan

Recruitment & Employer Branding Specialist with 3+ years of experience in end-to-end hiring processes and 5 years background in finance administration. Proven ability to handle high-volume recruitment, successfully hiring 50+ employees within 10–20 days SLA. Strong in candidate screening, interview coordination, and stakeholder management. Detail-oriented, target-driven, and able to work in fast-paced environments.

Work Experiences

PT. Pyridam Farma Tbk. - Setiabudi, Jakarta Selatan

Nov 2022 - Dec 2025

Recruitment & Employer Branding Specialist

- Managed end-to-end recruitment process (job posting, screening, interview coordination, offering)
- Successfully hired 50+ employees within 10–20 days SLA, supporting business expansion.
- Conducted initial HR interviews and ensured candidate-job fit alignment.
- Coordinated closely with hiring managers to fulfill manpower needs efficiently.
- Handled employment contracts and maintained accurate HR database.
- Supported payroll administration for new joiners using Microsoft Excel.

PT. Pyridam Farma Tbk. - Setiabudi, Jakarta Selatan

Sep 2017 - Oct 2022

Marketing Finance Administration Staff

- Reviewed financial reports related to Sales Department operations.
- Analyzed cost, revenue, and expense data to ensure accuracy and compliance.
- Assisted in financial data reconciliation and reporting.

PT. Korpora Trainindo Consultant - Cilandak, Jakarta Selatan

Aug 2016 - Jul 2017

Secretary

- Recorded meeting minutes
- Prepared business plans

PT. Pedagang Unggul Indonesia - Kebayoran Baru, Jakarta Selatan

Sep 2015 - Jul 2016

Operational Administration

- Maintained and updated winner database
- Prepared weekly and monthly reports
- Coordinated prize distribution

PT. Altus Logistics Indonesia - Setiabudi, Jakarta Selatan

Jun 2014 - Jul 2015

HR Internship

- Assisted in scheduling candidate interviews
- Supported training preparation and logistics
- Assisted in BPJS registration for all employees
- Managed employee documentation (softcopy & hardcopy)

PT. Argas Bangun Bangsa - Cilandak, Jakarta Selatan

Dec 2013 - Apr 2014

HR Internship

- Participated in recruitment processes by scheduling candidate interviews
- Managed document filing (softcopy & hardcopy)

Education Level

Institut Ilmu Sosial & Manajemen Indonesia - Cempaka Putih, Jakarta Pusat

Sep 2014 - Mar 2016

Bachelor of Business Administration, 3.20/4.00

Politeknik LP3I - Kebayoran Baru, Jakarta Selatan

Jun 2011 - Oct 2014

Diploma in Business Administration

Skills, Achievements & Other Experience

- **Webinars Attended** 🟢 (2025): Behavioral Event Interview (BEI) Probe

- **Hard Skills:** Microsoft Excel (Intermediate), Microsoft Office, Google Workspace & Canva
- **Soft Skills:** Communication, Problem Solving, Time Management, Attention to Detail
- **Achievements:** Successfully recruited 50+ employees in a month within 10–20 days SLA