

AMAYA SAVIRA

Industrial & Organizational Psychologist (Psikolog Industri & Organisasi)



amaya.savira@gmail.com



www.linkedin.com/in/amaya-savira



081809151700



Pulogadung, Jakarta Timur

Summary

DOB : 18 May 1985

Gender /Status : Female / Not Married

Nationality / Religion : Indonesian / Muslim

Experience

Associate – Recruitment, Assessment & Facilitator Training (Oct 2024 – Present)

- Support recruitment processes for multiple clients, from candidate sourcing to interview coordination.
- Delivered comprehensive psychological assessment reports for client projects
- Assist as an associate facilitator in various training sessions and development workshops.

Talent Acquisition Manager – Allure Industries (Jan 2026 – Mar 2026)

- Lead end to end recruitment process aligned with business needs
- Develop and implement effective sourcing strategic and strengthen sourcing channels
- Improve recruitment workflow by implementing efficient hiring process, including online assessment tools
- Oversee assessment and structured recruitment processes
- Collaborate to develop and refine competency frameworks
- Improve recruitment tracking and reporting for better hiring visibility
- Enhance recruitment documentation and standardization



Talent Acquisition Head - PT. Mandala Multifinance Tbk (Apr 2016 – Oct 2024)

- Lead and manage full recruitment cycle for Head Office and Branches, ensuring efficient and high quality talent
- Develop and implement talent strategies and Employer Branding initiatives to attract top talent.
- Developed partnerships with recruitment agencies & educational institutions to expand candidate sourcing channels
- Enhanced recruitment and selection tools to optimize process effectiveness and efficiency
- Managed talent assessment to identify and develop high-potential candidates.
- Presented regular recruitment performance reports to management.



Human Resources Manager - CREOHOUSE – PT Creo Cipta Sinergi (Sep 2015 - Apr 2016)

- Managed all aspects of employee relations, ensuring smooth HR operations across the organization.
- Lead recruitment and selection processes, improving candidate quality and placement speed
- Conducted organizational structure analysis and optimize workflows to enhance team efficiency
- Created job descriptions and implemented HR policies ensuring compliance with labor regulations
- Provided weekly reports to the Board of Directors (BOD) on HR metrics, recruitment progress, and other key HR activities.



Recruitment Manager - Appco Group Asia (Nov 2014 - Sep 2015)

- Managed the full-cycle recruitment process across departments, ensuring candidate alignment with company culture and goals.
- Enhanced sourcing channels through job portals and networking to attract high-quality applicants
- Conducted interviews, cultural fit, and alignment with company needs.
- Built and maintained strong relationships with Field Representatives (FRs)
- Delivered weekly and monthly recruitment performance reports to management



Recruitment Officer - Rumah Sakit Pondok Indah Group (May 2014 - Oct 2014)

- Conducted recruitment activities including job posting, interviews, psychotests, and reporting
- Facilitated job fairs and campus recruitment initiatives to attract new graduates
- Managed end-to-end recruitment administration, including interview schedules and medical check-ups
- Supported user departments in candidate selection and negotiation processes.
- Delivered weekly and monthly recruitment performance reports to management



Recruitment Staff - Log In Megastore (May 2011 - Apr 2014)

- Handled full-cycle recruitment and psychological assessments for all departments
- Facilitated job fairs and campus recruitment initiatives
- Conducted interviews, prepared assessment reports, and coordinated final interviews with users
- Assisted in developing KPIs, job descriptions, and employee counseling programs.
- Supported payroll data processing and generated recruitment performance reports



Associate Facilitator - Kubik Coaching (Since 2009)

- Supported trainers in delivering learning sessions and group facilitation activities
- Monitored participant engagement and compiled reports from training observations

Education



Universitas Padjadjaran

Master's Degree, Industrial and Organizational Psychology (M.Psi, Psikolog)
2010 - 2015



Universitas Islam Bandung

Bachelor's Degree, Psychology (S.Psi)
2003 - 2009

Certification

2019 | Certified Human Resources Management

2022 | The Power Trainer

2025 | Certified Professional in Organization Development

2025 | Certified Human Resource Manager

Skills

Human Resource • Talent Acquisition • Recruitment • Hiring • Assessment • Interview • Coaching •
Counseling • Head Hunting • Employer Branding • Organization Development