

Ai Ainun Fitri

Bachelor of Psychology

📍 Bekasi ✉️ aiainunff@gmail.com ☎️ +6287880082922 🌐 [Ai Ainun Fitri](#)

Psychology graduate specializing in **Talent Acquisition and People Development** with hands-on experience across recruitment, training coordination, and HR operations in both corporate and project-based environments. Proven ability to collaborate with hiring managers, maintain strong candidate experience, and support continuous improvement of recruitment processes.

PROFESSIONAL EXPERIENCE

Recruitment and People Development Staff,

02/2024 – 12/2025 | Jakarta, Indonesia

PT. Bintai Kindenko Engineering Indonesia (ASTRA GROUP) [🔗](#)

Recruitment:

- Execute **end-to-end recruitment activities for junior-mid level roles** in collaboration with hiring managers and recruitment team (manpower request, job posting, screening, sourcing, interview, salary offer, medical check up, contract, and onboarding process).
- Source candidates through **job portals, LinkedIn, CV database, and internal referrals**, building a consistent candidate pipeline. Screen employee's Curriculum Vitae (CV) of approximately 20-300+ daily.
- Conduct **initial HR screening interviews** to assess motivation, cultural fit, and basic competency alignment.
- Coordinate **interview schedules** and maintain active communication with candidates and stakeholders.
- Prepare **candidate shortlists and interview summaries** for user interviews and hiring decisions.
- Support **recruitment SLA tracking** (time to fill, response time for A1, interview coordination).
- Handle recruitment operational tasks including job posting, offer preparation support, medical check-up coordination, contract, and onboarding administration.
- Maintain accurate recruitment data administration in **HRIS (Talenta)**.

People Development:

- Facilitated training programs initiated by user requests, while supporting identification of skill gaps through discussion with stakeholders and monitoring post-training implementation.
- Facilitate internal & external training programs (scheduling, vendor coordination, facilitator alignment, attendance tracking).
- Monitor training implementation and prepare training realization & evaluation reports and maintain training data in system.
- Support implementation of employee development programs aligned with competency standards and business needs.
- Develop structured development programs, training curriculum and learning objectives design aligned with job responsibilities, required competencies, and operational standards.
- Coordinated implementation of development programs including training schedule, trainer alignment, and participant monitoring.
- Monitored training realization and maintained training records for reporting and evaluation purposes.

Measured Impact:

- Supported time to fulfillment of manpower needs across departments through structured recruitment execution.
- Ensured smooth delivery of training programs and improved visibility of employee development progress.
- Improved HR data accuracy and process visibility through consistent HRIS updates.

HR Admin Freelance,

01/2024 – 03/2024

PT. Persona Analitika Asia (Personalytic) [🔗](#)

- Assisted the planning and execution of **HR bootcamp programs** for 50+ participants.
- Managed documentation, attendance tracking, and class monitoring to maintain program accuracy and compliance.
- Coordinated between mentors and program team, improving class efficiency.

Talent Acquisition Internship,

08/2023 – 10/2023 | Bogor, Indonesia

PT. Boogie Apparel Indonesia 

- The end-to-end recruitment cycle for internship-level fulfills +7 intern positions (Graphic Design, Content Writer, WordPress Developer, HR Generalist, Finance, Supply Chain Management, Sales Admin)
- Manage and update talent pool
- Psychological test administration (DISC, CFIT, WZT, DAP)

Talent Management Internship, *Linknet Tbk*

08/2022 – 02/2023 | Tangerang, Indonesia

- The end-to-end Recruitment cycle for an Internship level fulfills +5 intern positions (Graphic Design, Corporate Culture, Warehouse, Business Unit, HR Admin)
- Monitoring and updating the Recruitment Dashboard
- Employee Profiling for Promotion and Rotation, has accomplished +50 employee profile
- Input Employee Assessment to Database for new joiners or all employees
- Assist Spv. in Identifying Employee Performance and Potential Leaders using 9 Box Mapping
- Making and Analyzing monthly regular reports for talent mapping and succession planning using PPT
- Support HR Project (New ID Card, Merchandise, Campus Job Fair)
- Support HR Culture Program and Engagement in Social Media (@lifeatlinknet)

Personnel Planning and Human Resources Internship,

08/2021 – 11/2021 | Jakarta, Indonesia

Ministry of Investment/ Indonesia Investment Coordinating Board (BKPM) 

- Compiling civil nation employment (PNS) data all directorate
- The committee in accepting prospective civil nations (CPNS) by helping select and categorize the question for CPNS using *taxonomy bloom*, administrative tasks, and ensuring attendance list for CPNS
- Input employee performance targets (SKP) in each directorate into a system
- Complete reference for mutation and promotion

EDUCATION

Psychology Student, *Tarumanagara University*, GPA: 3.67/4.0

08/2018 – 07/2022

• Subject related:

Human Resources Management, Organizational Behavior, Psychological Testing, Leadership Psychology, Qualitative (BEI & Star methods) and Quantitative measurement

• Thesis title:

The Relationship between Problematic Social Media Use and Academic Procrastination among High School Students in Bekasi

ORGANIZATION

Bupsi, *Event Staff*

Bupsi is a psychology content writer at Universitas Tarumanagara

- Create psychological content on social media, based on psychological journals or psychological textbooks
- Assisted in event planning and rundown preparation for campus seminars.

Caritas, *Publication and Documentation*

a caring community at Universitas Tarumanagara

- Designed event visuals and merchandise using Canva.
- Managed event photo documentation and social media publication.

COURSES

Sehari jadi HR: Rekrutmen untuk Pemula, *Micro Madani Institute***How to be Recruiter, *Skill Academy by Ruang Guru***

Human Resources Management, *Mau kerja.id*

Psycareer: Psychology Industry and Organization, *Universitas Tarumanagara*

HR Fast Track Program, *Personalytic*

- Fundamental HR Knowledge, Project KPI

Recruitment Management Workshop, *Astra Human Capital Management*

Knowledge Management, *Astra Human Capital Management*

SKILLS

Performance Management

Reporting and Presentation

Microsoft Office, Power Poin, Google Workspace

Data Analyst

SPSS and Ms. Excel

Design and Employer Branding

Canva

HRIS (Talanta)

Psychological Testing & Behavioral Interview



Scanned with CamScanner

ASTRA



CERTIFICATE OF ATTENDANCE

RECRUITMENT MANAGEMENT WORKSHOP

THIS CERTIFICATE IS PROUDLY AWARDED TO

Ai Ainun Fitri

Has Actively Participated in Recruitment Management Workshop
on June 3rd - 5th 2025

YOSEF ARYA WICAKSANA
PROGRAM MANAGER
PT ASTRA INTERNATIONAL TBK

Jakarta, June 5th 2025

VALENTINA MARIA
HEAD OF RECRUITMENT & ASSESSMENT CENTER DIVISION
PT ASTRA INTERNATIONAL TBK



Ai Ainun Fitri

PT Bintang Kindenko Engineering Indonesia

Has attended the required:

Training Awareness ISO 9001 : 2015, 14001 : 2015 & 45001 : 2018

Date Completed : 15 Agustus 2024



Authorized Signature