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ABOUT ME

I'm a fresh graduate in Psychology from Tarumanagara University with a strong interest in human resource development and organizational behavior. During my internship in the HR department at PT Solid Gold Jakarta, I was actively involved in recruitment, onboarding, and candidate evaluations—applying psychological principles to support effective decision-making. This experience enhanced my communication, behavioral observation, and cross-functional collaboration skills. With additional experience in sales and student organizations, I've developed an adaptive, analytical, and solution-oriented mindset. I am eager to continue learning and contribute meaningfully to HR functions within a professional and growth-oriented environment.

EDUCATION

Universitas Tarumanegara (2022-2026)	SMA DAMAI (2020-2022)
Psychology – Graduated (27 July 2026)	Social Major
GPA: 3.20/4.00	

WORK EXPERIENCE

PT. Asco Automotive – HR Officer Internship (May 26 – Now)

- **Recruitment and Talent Acquisition Management**
Managed the end-to-end recruitment process, including job posting, candidate sourcing, CV screening, and interview coordination, while liaising with hiring stakeholders to ensure a smooth on-boarding process for new hires.
- **Employee Administration and HR Records Management**
Organized and maintained employee records, contracts, and personal data files to ensure accurate documentation and compliance with company policies and standards.
- **Attendance and Leave Administration**
Monitored employee attendance, working hours, overtime, and leave records regularly, updating time-tracking data to ensure accuracy and compliance with internal HR administration standards.
- **Payroll Administration Support**
Prepared and validated payroll-related data, including attendance, overtime, allowances, and deductions, to support accurate and timely compensation processing.
- **On-boarding and Off-boarding Coordination**
Coordinated employee on-boarding and off-boarding processes, including preparing required documentation and ensuring all administrative procedures were properly completed.

- **HR Reporting and Data Management**
Compiled periodic HR reports and maintained accurate HR data to support management decision-making and workforce planning.
- **Employee Relations and Engagement Support**
Facilitated communication between employees and management, supporting the resolution of workplace concerns and contributing to employee engagement initiatives.

PT. Gaya Makmur Tractors - HR Generalist (Dec 25 - May 26)

- **End to End Recruitment Management**
Managed the full recruitment cycle, including job posting, CV screening, interview scheduling, conducting initial interviews, and coordinating with hiring stakeholders to ensure an effective and efficient hiring process.
- **Candidate Sourcing and Talent Pool Development**
Sourced potential candidates through Linked in and other professional recruitment platforms, categorized candidate profiles based on job requirements, and supported the development of a structured talent pool for current and future hiring needs.
- **Recruitment Documentation and Database Management**
Maintained accurate recruitment records, candidate databases, and supporting documentation to ensure organized data tracking and compliance with company recruitment procedures.
- **HR Administrative Operations Management**
Handled HR administrative responsibilities, particularly related to official business travel expenses, including recording, verifying, and updating travel data to ensure accuracy and compliance with company policies.
- **Employee Documentation and Record Maintenance**
Organized and maintained employee records and HR documentation to support operational efficiency and ensure data accessibility for internal HR processes.
- **Attendance and Absence Monitoring**
Monitored employee attendance and absence records regularly, updated time-tracking data, and ensured accuracy to support internal HR reporting and workforce monitoring.
- **HR Operational Support and Compliance**
Supported daily HR operational activities by ensuring documentation accuracy, maintaining data organization, and assisting in implementing HR procedures aligned with company standards.

PT. Bit Group Asia – HRGA Intern (Sep 25 – Nov, 25)

- **End to End Recruitment Management**
Managed the full recruitment cycle, starting from job posting, CV screening, coordinating interviews, and following up with candidates to ensure a smooth hiring process.
- **Employee Documentation Management**
Prepared and maintained comprehensive employee records, including employment contracts, personal data files, and other HR-related documents in compliance with company standards.
- **Attendance, Leave, and Overtime Administration**
Monitored and processed attendance data, leave requests, and overtime records accurately to support efficient and error-free payroll operations.

- **New Employee On boarding and Orientation**
Assisted in organizing on boarding activities, preparing welcome kits, and facilitating orientation sessions to ensure smooth adaptation of new employees to the company environment.
- **Office Operations and Facilities Coordination**
Oversaw daily office operations, including managing office supplies, monitoring company vehicles, and coordinating maintenance to maintain a safe and productive workspace.
- **Vendor and External Relations Management**
Liaised with vendors and third parties regarding procurement, payment processing, and administrative permits to support seamless business operations.
- **HRGA Reporting and Documentation**
Compiled and submitted monthly HRGA reports covering recruitment progress, employee data updates, and office operational needs for management evaluation.
- **Policy Compliance and Discipline Enforcement**
Ensured employee compliance with company regulations, HR policies, and workplace standards to maintain discipline and a positive work environment.

PT. Solid Gold Jakarta – HR Intern (Jan 25 – Jun, 25)

- **Screening & Evaluation**
Conducted initial selection by reviewing incoming resumes and assessing candidates based on job requirements such as education, work experience, and technical skills
- **Scheduling & Coordinating**
Responsible for arranging interview schedules, ensuring both parties' availability and sending interview invitations through email or internal recruitment systems.
- **Conducting Initial Interview**
Performed brief interviews via phone or video call to assess candidates' motivation, communication skills, and cultural fit within the company
- **Managing Candidate Databases & Assisting with Recruitment**
Ensured accurate and well-organized candidate data, and supported documentation processes such as interview attendance lists, selection results, and interview invitations
- **Assisting the Creation and Job Updates**
Drafted job descriptions according to team requirements and posted vacancies on social media, job portals, and the company's official website
- **Providing Support**
Prepared onboarding documents, supported the facilitation of orientation sessions, and ensured that new employees felt welcomed and had a clear understanding of company policies and procedures, thereby promoting a seamless integration into the organization

Roast and Coffee Ketapang – Barista (Apr 2022 - May 2022)

- **Coffee Preparation & Equipment**
Prepare a variety of coffee beverages with consistent quality. Operate and maintain coffee equipment, performing minor repairs to ensure optimal functionality
- **Customer Service & Operation Management**
Provide excellent customer service, handle orders and transactions, and maintain a clean, organized workspace while adhering to health and safety standards
- **Inventory & Team Collaboration**

Monitor inventory levels, restock supplies, and place orders to ensure smooth operations. Collaborate with team members to maintain an efficient and positive work environment

Gisellashop – Online Shop Admin Assistant (Jan 22-Mar 22)

- **Sales & Marketing**
Specialized in handling customer inquiries and complaints for girls' apparel. Created promotional designs, coordinated with Brand Ambassadors, and developed engaging social media content to boost brand visibility and customer engagement
- **Finance & Accounting**
Generated sales reports, analyzed financial data, and provided insights for pricing strategies and inventory management, ensuring profitability and sustainable growth.strategies and inventory management, ensuring sustainable growth and maximizing profitability for the business
- **Operations**
Developed new product lines based on customer preferences, ensured quality control, created promotional strategies, and managed e-commerce operations to optimize the online shopping experience

ADDITIONAL INFORMATION

Organization Experience

Chairman of the Business Fund Organization | 2020-2022 Student Council Member at Damai

- **Fundraising Leadership & Management**
Led and managed fundraising initiatives, ensuring transparency in financial reporting. Effectively organized task distribution within the team to ensure smooth execution of fundraising activities
- **Event Planning & Execution**
Planned and supervised the execution of fundraising events, ensuring they met organizational goals. Established collaborations with sponsors and external parties to enhance event success and reach
- **Collaboration with School Management**
Coordinated with school management to align fundraising efforts with institutional policies and programs. Developed creative strategies to optimize fundraising results and maximize support for the organization

Event Committee and Business Funds PSYPHORIA | 2023

- **Fundraising & Financial Management**
Managed and recorded all fundraising activities, including sponsorships, ticket sales, and merchandise. Prepared financial reports and conducted post-event evaluations to assess the success and areas for improvement
- **Event Planning & Coordination**
Designed the event concept and theme to ensure alignment with the organization's goals. Planned the event schedule and flow of activities, ensuring a seamless and engaging experience for attendees
- **Team Leadership & Event Execution**
Coordinated with the committee team to ensure effective collaboration and smooth event operations. Supervised the event execution, addressing any issues that arose to ensure the event ran without disruption

SKILL

- Skills : Public Speaking, Problem Solving, Leadership, Analytical Thinking, Adaptability, Collaboration, Teamwork, Communication, Interpersonal Skills, Time Management, Creative Thinking, Customer Service, Conflict Resolution, Event Coordination
- Technical Skills : Microsoft Office, Canva, Photoshop, Google Drive,
- Languages : English, Indonesia, Korea