



ERIC ESTEFEN CHEN

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SUMMARY

An enthusiastic and progressive learner with a passion for Human Resources, particularly in Recruitment and Selection, with a strong academic and organizational background as an Industrial Engineering student at Maranatha Christian University, Bandung (GPA 3.86), as evidenced by achievements in her portfolio.

I have 3 years of experience in Human Resources, specifically in Recruitment across various industries, including Palm Oil, Chain Manufacturing, Global Business Services, and the Construction Industry. Connecting talented individuals with exceptional career opportunities is my responsibility. I specialize in driving the complete recruitment cycle from Scooping to Onboarding, with a focus on building long-term relationships.

EDUCATION

Student of Engineering, Major in Industrial Engineering

GPA : 3,86

Relevant Coursework: Human Resources

Bandung

2018-2023

Kristen Kalam Kudus Senior Hight School

Major in Natural Sciences

Pekanbaru

2015-2018

WORK EXPERIENCE

Recruitment Officer

- Handled end-to-end recruitment for all Sumatra Offices and Factories, totaling 5 offices and 70 mills (Palm Oil), as well as other business units with foreign users.
- Contributed to Management Trainee recruitment projects for various positions (Mill Assistant Trainee, Administration Trainee, Traceability & Sustainability Trainee, Engineering Trainee).
- Conducted qualification analysis (scooping) required for each role, ensuring job descriptions aligned with individual positions and company needs.
- Strengthened the company's image through campus and school partnerships, social media engagement, and career events.
- Managed relationships with job portals, psychometric testing platforms, and hospitals (MCU).
- Handled recruitment budgeting and reporting

PT. Asia Sawit Makmur Jaya

Pekanbaru

Sep 2023- Present

Import Staff

- Follow up and negotiation with agent in China, Taiwan, Malaysia, and Italia about the goods, shipment, document, and price.
- Check and confirmed all the document import
- Manage all the supplier payment
- Manage all the proses from the goods already loading until come to port.
- Prepare and carry out calculations and analysis of import needs

PT. Surya Inti Primakarya

Export/Import Industry

Pekanbaru

Oct 2022- Sep 2023

Human Resources Development (Intern)

- Reviewed and processed job application
- Reviewed and confirmed all performance appraisal
- Administrative tasks and writing some document scripts

PT. Panca Eka Bina Plywood Industry
Palm Oil Industry
Pekanbaru
Jul 2021- Sep 2021

ACHIEVEMENT

Tutoring Final Exam

2018 and 2019

- As tutor, i teach students before the final exam day. Martik and Vektor Subject Kalkulus Subject

Best Group & Promotion in ergonomic Laboratoium

2019

- at the end of the practicum, we have an exhibition to promote our work at the university to students and companies. And we get the highest voting score from our work.

Winner SolidWork Competition

2018

- SolidWorks is a solid modeling computer-aided design (CAD) and computer-aided engineering (CAE) computer program.

LANGUAGES

- | | |
|--------------------------------|--------------|
| • Indonesia | Fluent |
| • Inggris | Intermediate |
| • Mandarin (Certificated HKS2) | Basic |
| • Hokkien | Fluent |

SKILL

- Microsoft Excel
- Microsoft Word
- Job Portal (LinkedIn – 14.541 Followers, Jobstreet, Indeed)
- HRIS
- CANVA & PHOTOPEA
- Statistical Product and Service Solutions (SPSS)
- Solidworks