



DIMAS ADHI WINDRAWAN

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Depok, Jawa Barat

I have approximately three years of professional experience in the Human Resources field, with a primary focus on the Recruitment division. Throughout my career, I have worked across various industries, including Outsourcing, Transportation, and the Pharmaceutical industry. This cross-industry experience has equipped me with a strong understanding of end-to-end recruitment processes, including manpower planning, candidate sourcing, screening and interviewing, as well as coordination for employee placement. I am accustomed to working with targets, understanding diverse user requirements, and adapting recruitment strategies to meet the specific needs of each industry.

Work Experiences

PT. Mersifarma Tirmaku Mercusana - South Jakarta, Indonesia

Aug 2024 - Present

Recruitment & Training Development

- Managing end-to-end recruitment processes, including manpower planning, job posting, candidate sourcing, administrative screening, interviewing, offering, and onboarding.
- Coordinating with hiring managers and department heads to understand job requirements and required competencies.
- Managing and maintaining candidate databases and building a strong talent pool.
- Designing, organizing, and implementing training and development programs for new and existing employees.
- Conducting Training Needs Analysis (TNA) based on performance evaluations and organizational requirements.
- Coordinating internal and external training sessions, including scheduling, materials preparation, and training evaluations.
- Monitoring and evaluating the effectiveness of training programs to enhance employee competencies and performance.
- Preparing regular recruitment and training reports for management review.
- Ensuring recruitment and training activities comply with company policies and applicable regulations.

PT. Blue Bird Tbk - South Jakarta, Indonesia

Nov 2023 - Mar 2024

Recruitment Specialist

- Managing end-to-end recruitment for operational and non-operational positions, such as technicians, operational staff, HRGA, customer service, finance-accounting staff, and managerial roles.
- Coordinating with hiring managers and department heads to understand manpower requirements, job qualifications, and recruitment timelines.
- Sourcing candidates through various recruitment channels, including job portals, social media, internal referrals, and external partnerships.
- Conducting candidate screening processes, including CV screening, HR interviews, and coordinating user interviews and supporting assessments.
- Ensuring manpower fulfillment meets quality, quantity, and timeline targets.
- Managing and updating candidate databases and building a strong talent pool for short-term and long-term recruitment needs.
- Supporting the offering process, medical check-ups, and onboarding for new hires, especially for operational positions.
- Preparing periodic recruitment reports and evaluating the effectiveness of recruitment strategies.
- Ensuring all recruitment activities comply with company policies, safety standards, and labor regulations applicable to the transportation industry.

PT. Infomedia Nusantara Tbk - South Jakarta, Indonesia

Feb 2023 - Oct 2023

Jr. Officer Recruitment & Talent Management

- Supporting end-to-end recruitment processes for various operational and non-operational positions based on client requirements.
- Sourcing candidates through multiple channels such as job portals, social media, walk-in interviews, job fairs, and internal databases.
- Conducting administrative screening, candidate coordination, and initial HR interviews.
- Coordinating with internal teams and clients regarding interview schedules, further selection processes, and employee placement.
- Managing and updating candidate databases and maintaining a ready-to-deploy talent pool.
- Supporting job offering, recruitment administration, and onboarding processes for outsourced employees.
- Assisting in talent management activities, including employee potential mapping and contract period monitoring.
- Preparing and updating recruitment reports and workforce data on a regular basis.
- Ensuring recruitment and talent management processes comply with company SOPs and applicable labor regulations.

PT. Infomedia Nusantara Tbk - South Jakarta, Indonesia

Feb 2022 - Feb 2023

Team Interviewer HR SSO - Internship

- Assisting in recruitment processes, including job posting and candidate sourcing through job portals, social media, and internal databases.
- Conducting CV screening and assisting in candidate shortlisting and coordination.

- Supporting initial HR interviews and scheduling follow-up interviews with users or clients.
- Managing and updating candidate databases and assisting in building a talent pool.
- Assisting with recruitment administration, including collecting and verifying candidate documents.
- Supporting walk-in interviews, job fairs, and mass recruitment activities.
- Assisting in preparing recruitment reports and maintaining candidate data.
- Ensuring all recruitment activities are carried out in accordance with company SOPs and under the supervision of the HR team.

Education Level

Universitas Gunadarma - Depok, West Java

Aug 2016 - Dec 2020

Bachelor of Psychology, 3.40/4.00

Organisational Experience

University Brand Ambassador Gunadarma - Depok, West Java

Sep 2019 - Mar 2020

- Representing the university in promotional activities such as open houses, education fairs, seminars, and school visits.
- Providing detailed information about academic programs, curriculum, campus facilities, and the unique advantages of the university to prospective students and their parents.
- Assisting prospective students in understanding the admission process, academic requirements, and benefits offered by the university.
- Building positive relationships and enhancing the university's image among prospective students and the general public.
- Distributing promotional materials and sharing information through social media, brochures, or direct presentations during university events.
- Gathering feedback from prospective students to support the development of future promotional strategies.

Skills, Achievements & Other Experience

- **Webinars Attended** (2026): HR Analytics Dasar dan HR Dashboard Sederhana - HR Indo Society
- **Training** (2022): Service Excellence & Effective Communication - PT. Infomedia Nusantara Tbk
- **Webinars Attended** (2021): Basic Human Resources For Fresh Graduate - HR Indo Society
- **Hard Skills** (2021): Basic Excel Training For Employee & Jobseekers - Jaringan Loker
- **Training** (2019): Certificate of SPSS for Psychology - Laboratorium Psikologi Universitas Gunadarma