

## Contact

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## Top Skills

Interviewing  
Interpersonal Skills  
Public Speaking

## Languages

English (Limited Working)  
Bahasa Indonesia (Native or Bilingual)

## Certifications

Training need analyst  
Seven habits  
Recruitment and selection

# Icha Nissa

Corporate HR Recruitment and Assessment PT United Dico Citas (Head Office Based) | We Have the Best Opportunity For You! | Hunting Top Talent. Gotcha! #Hiring #recruitment #Managerial #jobvacancy #talentready

Jakarta, Jakarta, Indonesia

## Summary

Experienced Human Resources Development with a demonstrated history of working in the broadcast media industry. Skilled in HR Consulting, Coaching, Event Management, Corporate Communications, and Labor Relations. Strong human resources professional with a Bachelor's degree focused in Psychology from Islamic university state.

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## Experience

United Dico Citas  
HR Corporate Recruitment and Assessment  
August 2019 - Present (3 years 7 months)  
Jakarta

United Dico Citas (UDC) is based on Jakarta with totally 21 branch & distribution company by relentlessly developing our pharmaceutical company and operational excellence and by providing the highest quality service to our Principals & Cust.

I'm Handling (Jabodetabek, Bandung, Semarang, Surabaya, Yogyakarta, Malang, Aceh, Medan, Padang, Riau, Jambi, Palembang, Lampung, Samarinda, Makassar, Denpasar).

August 2019 - Present : As a HR Corporate Recruitment and Assessment

- Provide daily/weekly reports to GM HRD
- Provide Hiring Managers on a timely basis regarding the status related to all positions; including outreach and response for each position as needed.
- In charge as PIC from several Dept and all branch order, coordinate with several Dept and all branch directly. Make sure for all position from user order already full fill. Talent search from any job portal or internal database.
- Manage sourcing, screening, interviewing, placing of candidates and recommending candidates based on experience, merit, and character.

- Manage the selection process for open positions based on requests, including drafting job descriptions and requirements, assessing recruitment strategies, selecting candidates, conducting reference and background checks, salary negotiations, and the facilitation of employee on-boarding process.
- Utilize data driven approach to determine effective sourcing strategies and keep track of recruiting metrics.
- Update current and design new recruiting procedures, sourcing methods, conduct research, and select the best job portal options.
- Managers to ensure a complete understanding of the job requirements, candidate matches, and the qualifications needed to fill the role.
- Maintain a talent pool or database for immediate and future hiring needs.
- Analyze potential candidate(s).
- Not only as interviewer but also acting as HR to give a detail information regarding company profile, salary negotiation, maintain good relationship with existing candidate.

## Elabram Systems

### Senior Executive People and Development

2018 - August 2019 (1 year)

Greater Jakarta Area, Indonesia

- Develop fair HR policies and ensure employees understand and comply with them
- Recruit, screen, interview, hire and dismiss employees as necessary, following all HR processes and procedures
- Measure employee retention and turnover rates
- Direct all hiring procedures for new employees
- Oversee daily operations of the HR department
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Attend to employee complaints and work to resolve conflicts
- Regularly meet with employees for progress reviews and assessments discussing any problems or grievances they may have
- Foster cross functional relationships and ensure managers and employees are properly connected
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive

- Continually educate employees on company policies (including sexual harassment, appropriate dress and social media permissions etc.) and keep employee handbook current

### PT. MNC Sky Vision

Human Resources Superintendent

December 2015 - April 2018 (2 years 5 months)

Green garden

Recruitment Specialist:

- Mapping Competency needed based on JobDesc, JobSpec and performance.
- Responsible for recruitment in selecting and or answer the needs of employees through job acceptance until the placement of new employees.
- Responsible for the training in maintaining the quality of human resources in the company as an effort in improving ability and work skills.
- Sort, test, interview and assessment.
- Offering Salary Candidates
- Searching Training Institution.
- Advertise job and filter incoming file.
- Make A contract for employees.
- Organize for Job fair.
- Make a good system and make sure about recruitment process goes according SOP
- Control Relation with Outsource
- Make A contract for employees

### PT. Asuransi Raya

Human Resources Development Officer

January 2012 - December 2015 (4 years)

Greater Jakarta Area, Indonesia

Recruitment:

- Conduct a check & re-check the validity of employee absences.
- Conduct recruitment in selecting candidates who applied.
- Assessing the effectiveness of work and supervision of a subordinate employee.
- Human Resource Administration
  - o Employee database, filing & administration
  - o Performance Management
  - o Training & Development

- Perform calculations based on the presence of employee salaries.
- Manage an industrial relation between an employees and employer.
- Giving an advice in human resources functions to unit managers or personel supervisor.
- Develop an organization structure to support a corporate strategy.

## Wings Group Indonesia (Sayap Mas Utama)

### Recruitment Specialist

January 2010 - December 2011 (2 years)

Greater Jakarta Area, Indonesia

#### Recruitment:

Prepare Man Power for external and internal users

- Responsibility for Searching and Sourcing candidates
- Collaborate with third party (School, Academy, Campus, etc) for filling Man Power
- Collaborate with external user for Man Power and interview schedule
- Maintain the candidates database
- Interview candidates
- Salary negotiation
- Prepare the candidates for upcoming training
- Supervise and maintain training technician
- Responsibility for backup technician to the Area
- Collaborate with the plantation maintenance all level for handling reliever technician in Kalimantan

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## Education

Universitas Islam Negeri Jakarta

Bachelor's degree, Psychology · (2006 - 2010)