

# DENAYU DWININGSIH

Jl. Serayu 3 VIP Blok E 20 No 10 Bekasi Utara, Bekasi, Jawa Barat 17121

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## PROFESSIONAL SUMMARY:

Experienced Recruitment with a demonstrated history of working in the IT and FMCG Industry. Skilled in Human Resources, Screening resumes, Psychological Tools, Interview, and Microsoft Office with a Bachelor's degree focused on Psychology from Universitas Persada Indonesia YAI

## EXPERIENCE:

### **Recruitment Officer**

*Nov 2021 - Current*

### **PT. Prakarsa Alam Segar**

*Bekasi, Jawa Barat*

PT Prakarsa Alam Segar (PAS) is one of the leading company under WINGS Group that produces instant noodle.

- Conducting the process of sourcing candidates for PT Prakarsa Alam Segar(Mie Sedaap) and PT Bumi Alam Segar (Kecap Sedaap) from job platforms and Bursa Kerja Khusus (BKK) from several Vocational High Schools (SMK)
- Carry out the recruitment administration process starting from the selection process (interview, psychological testing, user interview, and medical checkup) to the onboarding of new employees
- Completing required administration tasks related with psychological assessment
- Assisting candidates from their very first day until they finished their probation (on-boarding process, training, orientation, one on one session, etc)
- Provide weekly plan and monthly report to Chief Supervisor
- Make work agreement and renew employee contract if needed.
- Supporting and involved in other tasks (Asessment) and projects (QCC/Improvement) as needed.

### **Recruitment Officer**

*Jul 2018 - Nov 2021*

### **PT. Berca Hardayaperkasa**

*Central Jakarta, Jakarta*

PT. Berca Hardayaperkasa (BHp) has been one of the leading providers of Enterprise Information & Communication Technology (IT), Communication (Telecommunication Measurement& Infrastructure / TMI & Network Service Provider / NSP) and Test & Measurement (T&M) solutions in Indonesia.

- Screening CV, shortlisting, and attract candidates by using Job Engine, Social Media, or other media.
- Browsing social networking sites like LinkedIn for suitable job profiles with required skills
- Communicating by phone, email, and in person with job candidates to figure out things like availability and hiring timelines
- Conduct psychological test and interview session to filter candidates
- Coordinate with users for further selection process
- Creating offer letters and participating in negotiation over salary

- Participating in job fairs and other events and searching for talent
- Handling daily recruitment administration
- Handling new joiner

### **Recruitment Intern**

*Jan 2018 - Jul 2018*

### **PT. Indivara Sejahtera Sukses Makmur**

*North Jakarta, Jakarta*

Indivara Group is one the largest technology investment holding company which focuses on consulting/software development and platform businesses

- Handling daily recruitment administration
- Conduct psychological test and the scoring which applied at Indivara Group
- Screening CV and shortlisting potential candidates
- Contacting candidates for arrange interview and send email invitation for psychotest and interview
- Responsible for recruitment database and supporting data for the recruiter
- Maintaining database and update every progress
- Handling new joiner preparation and on boarding employee

### **EDUCATION:**

*Bachelors Degree : Psychology*

*Nov 2017*

*Universitas Persada Indonesia*

*Central Jakarta, Jakarta*

- GPA 3.87 (scale 4).

### **SKILLS:**

- |                           |                                |
|---------------------------|--------------------------------|
| • Talent acquisition      | • Staff hiring and recruitment |
| • Applicant assessment    | • Sort and vet applicants      |
| • Candidate interviews    | • Psychological Test           |
| • New hire orientation    | • Administrative assistance    |
| • Human resources support | • Microsoft Office             |

### **LANGUAGES:**

**English**, Conversational

**Indonesian**, Native

### **ADDITIONAL-INFO:**

Date of birth : December 19th 1995

Religion : Christian

Status : Single

Linkedin : <http://www.linkedin.com/in/denayu-dwiningsih>