

# FATHIYYAH NUR AZIZAH

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Human Resource Management graduate with more than a year of experience in HR. A negotiator, detail-oriented, and communicative person with experienced in recruitment, learning, compensation benefit, and other HR-related activities. Skilled in using HRIS, Job Portal, MS Office, and Google Workspace to achieve work objectives. Currently looking for a job opportunity in the HR field with a fast-paced company system that can make me develop and advance.

## Work Experiences

### PT. Sphere Studio Indonesia - Hybrid

Aug, 2024 - Present

Human Resource Generalist

- Managing end-to-end recruitment process on Glints and LinkedIn with more than 1000 candidates by successfully hiring 5 positions with level freelance, intern, staff, and manager (posting, screening, scheduling interview, interview HR and user, create employment contracts, and on-boarding)
- Conducting a recruitment process and make employment contracts for 50 people for part time project crew and content creator positions
- Maintaining and updating all HR administrative databases through spreadsheets
- Registering and calculating BPJS Kesehatan and BPJS Ketenagakerjaan on e-dabu and SIPP
- Recording and managing petty cash to fulfill employee operational needs
- Being a listener and liaison between employees and co-founders

### PT. Bollore Logistics Indonesia - Jakarta, Indonesia

Jan, 2023 - Aug 2024

Document Server Officer

- Checked supporting documents, uploading, and submitting invoices via the customer's web total +800 invoices/month
- Sent softcopy invoices to customer emails of +50 invoices/month
- Made a report status and send undispach email to each PIC
- Registered (barcode) invoices and update softcopy date to system
- Ensured that softcopy invoices are in the internal system

### PT. Penulis Asik Solusi Digital (Scaleupukm) - Remote

Mar, 2024 - May, 2024

HR Recruitment Intern

- Screened resumes for 150+ candidates in Glints and Easy.job
- Scheduled and conducting online interviews with 20+ candidates one by one using google meet or zoom
- Designed 1 job posters to post and share on job platforms
- Maintained and updating the recruitment database in a spreadsheet on daily
- Arranged employment contract and on boarding new employees

### PT. Karya Kaya Bahagia - Remote

Sep, 2023 - Dec, 2023

HR Admin & Recruiter Intern

- Conducted end-to-end recruitment cycle with 8 roles
- Prepared onboarding process (employment contracts and starter kits) for 55+ employees
- Prepared resignation, warning letter, and other HR related documents
- Created and updated the database on a regular basis, including outgoing and incoming employees
- Ran and recapitulated attendance, leave, and working hours of more than 55 employees using HRIS

### ABK Farm - Remote

Jan, 2023 - Mar, 2023

HR Project Counsellor

- Created a comprehensive MPP, conducted a thorough job analysis and job description, and determined the optimal recruitment process to be employed
- Created the objectives and key results, conducted a training needs analysis, developed a training syllabus, allocated a training budget, and designed a training agenda
- Made overtime calculations, created wage scales, and developed the wage scale structures
- Created company regulations based on Indonesian labour law
- Created an PKWT/PKWT

### PT. Sinergi Mitratama Proteksi - Jakarta, Indonesia

Sep, 2021 - Nov, 2022

Admin Finance

- Recorded and recap employee attendance, leave, and business trips of more than 10 employees
- Recorded employee reimburse for business trips as many as 5 employees
- Purchased and managed stationery

- Responsible for recording, archive data collection, storage of company archive data

#### **Biro SDMAO Marine and Fisheries Ministry - Jakarta, Indonesia**

Jan, 2021 - Apr, 2021

HR Admin Inten

- Recorded the results of employee education and training in as many as 30 books
- Drafted the inauguration invitation letter along with the nominative list.
- Checked the completeness of the proposal for the determination of the Wife Card/Husband Card with the achievement of 150 cards

#### **Organization Experiences**

#### **ME Indonesia - Remote**

Feb, 2021 - Apr, 2021

Head of Development Manager

- Conducted activities for developing internal HR skills by making sharing sessions with the theme "public speaking" which was attended by 30 participants
- Supervised the internal condition of HR and made listening friends as a place to release negative emotions, followed by 11 members
- Provided knowledge about mental health to balance work and health

#### **GYD Indonesia - Remote**

Jan, 2021 - Apr, 2021

HR Staff

- Conducted skill development activities by holding webinars with the theme of self-development and youth careers, as well as knowledge about making a suitable CV which 52 participants attended.
- Knew the condition of internal HR through the 'hearing friend' program, a forum for members to express their feelings, followed by solutions if needed.

#### **Education Level**

#### **Universitas Persada Indonesia YAI - Jakarta, Indonesia**

Sep, 2018 - Aug 2022

Bachelor Degree of Human Resource Management, 3.74/4.00

- Honor: Cumlaude
- Relevant Coursework: Job Design and Analysis, Recruitment and Placement, Training and Development, Career Planning, Compensation and Incentive, Performance Management, Performance Appraisal, etc
- Thesis: "The Influence of Emotional Intelligence, Workload, and Employment Conflict on Employee Performance in Parking Management UNIT DISHUB Province DKI Jakarta"

#### **Courses, Training and Certifications**

#### **Harisenin.com - Jakarta, Indonesia**

Jan, 2023 - Jun 2023

Bootcamp in Human Resources, 4.00/4.00

- Project: Helped to develop a company called ABK Farm in improve the quality of employees in terms of human resource such as recruitment, training, comben, dan industrial relations. From this process I was able to provide some advice that can be applied by ABK Farm which is in accordance with the rules of the Indonesian Labour Law
- Relevant Coursework: Talent Management, Recruitment Process, Interview and Writing Documents, People Development, Training and Development, HRIS Development

#### **Skills and Other Experience**

**Hard skills:** Microsoft Office (Word, Excel, Powerpoint, Outlook), Google Workspace (Docs, Sheets, Form, Slides, Meet), Recruitment Process (Screening cv and resume, Interview), Platform Job Portal (Glints, Easy.job, LinkedIn), Canva, Zoom, Trello, Notion, Discord, Butter, Jibble, Lark

**Soft skills:** People oriented, detail oriented, communicative, interpersonal, analytical thinking, problem solving, curiosity

**Languages:** English (Basic - Intermediate), Bahasa Indonesia (Native)