

AKALILI AYU KANIA AZZAHRA

kaniaakalili.work@gmail.com | (+62)823-2522-5320 | <https://www.linkedin.com/in/kaniaakalili/>

EXECUTIVE SUMMARY

I am an HR professional with 5 months of experience in recruitment, onboarding, and performance management. I hold a degree in Development Economics and have developed strong teamwork and leadership skills through active participation in student organizations.

EDUCATION

Muhammadiyah University of Surakarta

Sep 2019 - Feb 2023

Bachelor of Economics and Development Studies,

Faculty of Economics and Business

- GPA: 3.42/4.00
- Relevant Coursework: International Economics, Monetary Economics, Entrepreneurship and Creative Economics, Accounting for Banking, Banking Operations, Central Banking.

WORK EXPERIENCE

PT Link Word Technology

May 2024 - Present

Human Resource Staff

- Recruited new employees to meet organizational needs
- Organized and monitored employee attendance records
- Assessed employee performance to support professional development
- Formulated company rules and established applicable Standard Operating Procedures (SOPs)
- Calculated payroll and managed employee bonuses
- Gathered and analyzed administrative data for reporting purposes
- Created employee contracts in compliance with company regulations
- Developed leave policies in accordance with labor laws
- Managed BPJS Health and Employment programs
- Oversaw the employee onboarding process to ensure a smooth transition

ORGANIZATIONAL EXPERIENCES

UMS Development Economics Students Association

Feb 2021 - Dec 2021

Staff Division of Students Resource and Development

- Managed development economics student resources
- Identified potential student resources

PROJECT / VOLUNTEER EXPERIENCE

Introduction of Economic Development (INCOME)

Jul 2021 - Sep 2021

Staff Division of Secretary

- Check the number of registered participants
- Managed attendance and attendance rules for participants, committee, speakers, invitees, and alumni
- Monitored and enforced attendance rules for participants, committee, invitees, and alumni
- Organized events with 50+ participants

Intelligent Competition of Economic Development (ICOMED) **Aug 2021 - Oct 2021**

Staff Division of Liaison Officer

- Checked participants scientific writing and presentation results
- Assisted participants in presentation practice and during presentations

Achievement Motivation Training (AMT) **Aug 2021 - Oct 2021**

Secretary of Organizing Committee

- Assisted leaders in leading 80+ committees
- Prepared proposals, letters related to event needs, and accountability reports
- Maintained attendance records for meetings

National Seminar (CONFIDENCE) **Sep 2021 - Nov 2021**

Staff Division of Media And Information

- Created the opening video for the event
- Designed event certificates
- Documented the event

Leadership Organization Training (LOT) **Oct 2021 - Dec 2021**

Staff Division of Cadre Advisor

- Coordinated cadres and conducted training for them
- Helped participants understand event rules and policies
- Checked cadres belongings, recorded cadre illnesses, and accompanied cadres in activities

ACHIEVEMENT

Publication of The National Journal Science and Technology Index (SINTA) **Feb 2023**

- Successfully published a national-scale journal titled "Analisis Determinan Pertumbuhan Ekonomi di Indonesia Tahun 2000-2021"
- Published in the Science and Technology Index (SINTA)

Mastering Pivot Table at MySkill Short Class **Oct 2023**

- Completing short class Microsoft Excel from MySkill.id
- Mastering Pivot Table

SKILLS

- **HR Skills:** Recruitment, Onboarding, Performance Management, Employee Relations, Compensation and Benefits, Labor Law, HRIS.
- **Data Analysis:** Data Collection, Data Analysis.
- **Communication:** Public Speaking, Teamwork, Leadership.
- **Software Proficiency:** Microsoft Office (Word, Excel, PowerPoint, Access), Google Suite (Docs, Sheets, Slides), Eviews, SPSS, Canva.
- **Languages:** Bahasa Indonesia (native), English (ToEP Score 435, TOEFL Score 550).