TIARA RIZQI AZZAHRA

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Bandung Regency, West Java

I have a background in Management with a concentration in Human Resources (HRM) from Indonesian University of Education, which gives me an understanding of the theory and practice of HRM management. I also have professional experience as a Human Resource Staff for approximately 1 year, where I was involved in recruitment, orientation, personnel administration, training programs, as well as performance evaluation, management-employee relationship management, and others. With an interest in organizational development and corporate culture, as well as experience in managing employee engagement programs, I am confident that I can contribute to creating an inclusive work environment and support employee welfare to achieve company goals.

Education

Indonesian University Of Education - Jl. Dr. Setiabudi No.229, Isola, Kec. Sukasari, Kota Bandung, Jawa Barat 40154   Aug 2020 - Aug 2024

Bachelor of Management, 3.84/4.00

Experiences

PT GITS Indonesia - Summarecon Bandung, Jl. Magna Timur No.106, Rancabolang, Gedebage, Bandung City, West Java 40294   Aug 2023 - Dec 2023

Human Capital Development (HCD)

GITS Indonesia is a software development company. We help their internal digital transformation and provide their cloud needs. GITS.ID a digital agency, specialized in IT Consulting. Good environment for work and to develop clients' application.

- RECRUITMENT
- 1) Briefing Task: done before working on the assigned task or given material related to Recruitment at PT GITS Indonesia and briefed through meet, slack, huddle, workadventure, or directly at the office
- 2) Kalibrr Database Input: enter data of all applicants in Kalibrr GITS starting from name, date, role, download CV, upload CV in folder, and others. This is done periodically every day
- 3) Update Database: input data related to GITS.ID needs such as CV database, bodyhire database, and others
- 4) Screening CV Applicants Kalibrr: while inputting the database I screen CVs that match the requirements
- 5) Candidate Contact: contact and reply to candidate messages with various roles needed by providing information related to the recruitment process such as tests, interviews, and others
- 6) Invitation Set Calendar: create interview schedules, briefings, 101, or other meets on Google Calendar
- 7) Observer Interview: attend candidate interview meetings to learn how to interview candidates
- 8) Candidate Interview: learn to interview candidates after learning previously
- 9) Connect LinkedIn: connect on LinkedIn to find candidates and contact them to offer opportunities according to the role needed
- 10) User Contact: contact users related to the recruitment process from Alterstay vendors or other clients
- 11) Moderator: become a moderator in a meet such as an interview, sharing session, while recording the course of the meet, and others
- 12) Sharing Session : attend sharing sessions with Mentors and Mentees in the Support Team position
- 13) Interview Result: edit and copy interview result files to be filled in by users when interviewing candidates
- 14) Editorial: create editorials to contact candidates, users, clients, and vendors
- 15) Coordination: coordinate with Mentors, Co-Mentors, and other employees related to the project or task given
- 16) Reminder & Follow-Up: remind employees, candidates, users, clients, vendors, and Mentees if there is information that must be conveyed
- 17) To Do List & Daily Report: make notes of what is done every day so that it is documented
- 18) Editorial: create editorials to share information via private chat, groups or Slack channels
- 19) Check & Revise: check a file or editorial that will be given such as announcements, posters, CVs, letters of commitment, personnel/ expert data, technical test forms, calendar sets, appraisal forms, event forms, feedback forms, evaluation forms, and others, perhaps there are still errors in writing
- 20) Team Discussion: conducting a discussion with Mentee's Human Capital Development (HCD) to discuss assignments if there are difficulties in understanding the tasks given or working together on the same task.
- 21) Hand Over: switching roles with other Mentees in Human Capital Development (HCD) by sharing information related to the roles that will be undertaken
- COMPENSATIONS AND BENEFIT
- 1) HiTopia: is a subsidiary that oversees GITS.ID outsource, which contains applicants from various sources such as email, kalibrr, linkedin, and others who will later carry out projects with clients.

- 2) BodyHire: is a collection of applicants who work freelance or part time and will be contacted when there is a project that matches their expertise and the requirements needed by the project.
- 3) Candidate Contact: contact and reply to candidate messages with various roles needed by providing information related to the recruitment process such as tests, interviews, and others.
- 4) Update Database: input data related to GITS.ID needs such as CV database, bodyhire database, and others.
- 5) Masking CV: edit the original CV of the applicant or employee by using the CV template from GITS.ID or the template from the client. There are two types of CV masking, namely those that use codes with abbreviated names and roles and the second uses first names or full names along with their roles.
- 6) Briefing Task: done before working on the assigned task or given material related to ComBen at PT GITS Indonesia and briefed through meet, slack, huddle, workadventure, or directly at the office.
- 7) Update Project: editing employee and candidate CVs regarding their latest projects.
- 8) Taiga: a website that contains information about the work process of projects handled by GITS.ID. My duties at Taiga include renaming candidate tickets, creating new tickets, inputting CVs, archiving or shifting each ticket according to the candidate's progress, starting from the new request stage, screening (internal), screening (client), test (internal), interview (internal), selection (client), on hold, contract process, onboarding talent, monitoring, hand over, and archived for failed candidates
- 9) Daily HiTopia: meet with employees who handle subsidiaries, in the meeting discuss the progress of the projects being handled
- 10) Literacy: find material on several sciences related to the ComBen role
- 11) Briefing Event: discuss preparations for guarding a booth at an event to promote GITS.ID, and discussed through meetings or directly in the office
- 12) Discuss Appraisal: discuss the assessment for employees each year divided into two semesters, this is discussed through meetings
- 13) Daily Sync: meet with Mentors and Mentees's in the Human Capital Development (HCD) division to discuss what tasks are done every day
- 14) Moderator : being a moderator in a meeting such as an interview, sharing session, while recording the course of the meeting, and others
- 15) To Do List & Daily Report: making notes of what is done every day so that it is documented
- 16) Editorial: making an editorial to share information via personal chat, group or Slack channel
- 17) Check & Revise: checking a file or editorial that will be given such as an announcement, poster, CV, statement of commitment, personnel/expert data, technical test form, calendar set, appraisal form, event form, feedback form, evaluation form, and others if there may still be errors in writing
- 18) Team Discussion: having a discussion with Mentee's Human Capital
- Development (HCD) discussing assignments if there are difficulties in understanding the tasks given or working together in doing the same task
- 19) Hand Over: switching roles with other Mentees in Human Capital
- Development (HCD) by sharing information related to the role that will be carried out
- PEOPLE DEVELOPMENT
- 1) Daily HiTopia: meet with employees who handle subsidiaries, in the meeting discuss the progress of the projects being handled
- 2) Daily Sync: meet with Mentors and Mentees in the Human Capital Development (HCD) division to discuss the tasks that are carried out every day
- 3) Briefing Task: done before working on the assigned task or given material related to People Development at PT GITS Indonesia and briefed through meet, slack, huddle, workadventure, or directly at the office
- 4) Masking CV: edit the original CV of the applicant or employee by
- using the CV template from GITS.ID or the template from the client. There are two types of CV masking, namely those that use codes with abbreviated names and roles and the second uses first names or full names along with their roles
- 5) Statement of Commitment: is one of the candidate's requirements to carry out the given project
- 6) Sharing Session: employee discussion meet of several divisions in GITS.ID with the aim of learning new knowledge, especially in the IT field
- 7) Absentee Recap: recap the absence of participants who attended the meet such as sharing sessions, morning prayers, training, and others
- 8) Make Sure: ensure something that is assigned so that there are no mistakes when working on the task
- 9) Invitation Set Calendar: create an interview schedule or other meet on Google Calendar
- 10) Mapping: write the employee certification schedule on a spreadsheet according to the schedule that has been set
- 11) Input CV, KTP, & Diploma: enter or request CV, KTP, and Diploma to candidates or employees if they are not yet in the database, and enter the documents according to their respective projects
- 12) Share Poster: share job vacancy posters that are opened in GITS.ID through several platforms such as Facebook, Twitter (X), LinkedIn, GITS.ID website, and others
- 13) To Do List & Daily Report: make notes of what is done every day so that it is documented
- 14) Moderator: become a moderator in a meet such as an interview, sharing session, while recording the course of the meet, and others
- 15) Request Poster: write a request on a spreadsheet to the design team to create a job vacancy poster, certification, announcement, newsletter, or others
- 16) Taiga: a website that contains information about the work process of the project that GITS.ID handles. My duties at Taiga include

renaming candidate tickets, creating new tickets, inputting CVs, archiving or shifting each ticket according to the candidate's process, starting from the new request stage, screening (internal), screening (client), test (internal), interview (internal), selection (client), on hold, contract process, onboarding talent, monitoring, hand over, and archived for failed candidates

- 17) Literacy: looking for material on several sciences related to the People Development role
- 18) SFIA Career Path: filling in material containing the SFIA level for employee ability standards according to their jobs
- 19) MSIB Training: meeting training provided for MSIB 5 Mentees to get additional material to train themselves apart from the divisions they master, such as communication training and leadership training
- 20) Reminder & Follow-Up: reminding employees, candidates, users, clients, vendors, and Mentees if there is information that must be conveyed
- 21) Editorial: creating an editorial to share information via private chat, group or Slack channel
- 22) Check & Revision: checking a file or editorial that will be given such as announcements, posters, CVs, letters of commitment, personnel/ expert data, technical test forms, calendar sets, appraisal forms, event forms, feedback forms, evaluation forms, and others, perhaps there are still errors in writing
- 23) SIMPLI FYI: is a presentation of employee progress in the team related to their work on the project that is carried out every week at
- GITS.ID through meetings or directly at the office
- 24) Resume: making a resume of MSIB training results, interview resumes, briefing event resumes, project resumes, and resumes of materials that are
- delivered and collected into a folder that has been created
- 25) Team Discussion: holding a discussion with Mentee's Human Capital
- Development (HCD) discussing assignments if there are difficulties in understanding the tasks given or working together in working on the same task
- 26) Canceled & Reschedule Meet: canceling and making a new schedule for meet 101, interviews, briefings, sharing sessions, SIMPLI FYI, Townhall on the calendar
- 27) Hand Over: switch roles with other Mentees in Human Capital
- Development (HCD) by sharing information related to the role to be undertaken
- ENGAGEMENT
- 1) Briefing Task: done before working on the assigned task or given material related to People Development at PT GITS Indonesia and briefed through meet, slack, huddle, workadventure, or directly in the office
- 2) Reminder & Follow-Up: remind employees, candidates, users, clients, vendors, and Mentees if there is information that must be conveyed
- 3) Host: become the host of every morning prayer through meet or directly in the office. This activity is a routine activity that is carried out every morning before continuing work
- 4) Absence Recap: recaps the attendance of participants who attend meetings such as sharing sessions, morning prayers, training, and others
- 5) Editorial: creates an editorial to share information via personal chat, groups or Slack channels
- 6) Daily HiTopia: meets with employees who handle subsidiaries, in the meeting discusses the progress of the projects being handled
- 7) Daily Sync: meets with Mentors and Mentees in the Human Capital Development (HCD) division to discuss what tasks are done every day
- 8) Mention: edits PPT for Townhall by mentioning the party or team that must complete the PPT
- 9) Check & Revise: checks a file or editorial that will be given such as announcements, posters, CVs, letters of commitment, personnel/ expert data, technical test forms, calendar sets, appraisal forms, event forms, feedback forms, evaluation forms, and others, maybe there are still errors in writing
- 10) Invitation Set Calendar: creates interview schedules, briefings, 101, or other meetings on Google Calendar
- 11) To Do List & Daily Report: make notes of what is done every day so that it is documented
- 12) 101: conduct a one-on-one meeting with the Mentor who handles MSIB 5 GITS.ID such as meeting 101 Koor and meeting 101 team members who will later be reported to the Mentor who handles MSIB 5 GITS.ID and 101 with the Co-Mentor regarding our feedback during the internship what needs to be improved and fixed
- 13) WFO Location Recap: recap employee location absences via
- coordinates on the Sunfish website with locations in Bandung and Jakarta
- 14) Candidate Contact: contact and reply to candidate messages with various roles needed by providing information related to
- the recruitment process such as tests, interviews, and others
- 15) Template 101: create a template for 101 Mentees and share it with Koor as a representative and later conduct a 101 one-on-one meeting
- 16) Briefing Event: discuss preparations for guarding a booth at an event to promote GITS.ID, and discussed through meetings or directly at the office
- 17) Input CV, KTP, & Diploma: enter or request CV, KTP, and Diploma to candidates or employees if they are not yet in the database, and enter the documents according to each project
- 18) Make Sure: ensure something that is assigned so that no errors occur when working on the task
- 19) Masking CV: edit the original CV of the applicant or employee by
- using the CV template from GITS.ID or the template from the client. There are two types of CV masking, namely those that use codes with abbreviated names and roles and the second uses first names or full names along with their roles

- 20) Update Task: write task updates in HiTopia talent mapping about what has been done related to the project being handled
- 21) Find Candidates: find candidates for the project being handled by offering opportunities through private chats and WhatsApp groups, as well as candidate emails
- 22) Organizational Structure: create a CTO organizational structure in a spreadsheet containing the names, positions, and photos of employees
- 23) Briefing Event: discuss preparations for guarding a booth at an event to promote GITS.ID, and discuss it through meetings or directly in the office
- 24) MoM: create a resume of the results of meetings with clients or vendors of projects and events, then send the results to a folder and coordinate with other Mentees regarding these matters
- 25) Taiga: a website that contains the work process of projects handled by GITS.ID. My duties at Taiga include renaming candidate tickets, creating new tickets, inputting CVs, archiving or shifting each ticket according to the candidate's progress, starting from the new request stage, screening (internal), screening (client), test (internal), interview (internal), selection (client), on hold, contract process, onboarding talent, monitoring, hand over, and archived for failed candidates
- 26) Statement of Commitment: is one part of the candidate's requirements to carry out the given project
- 27) Personnel/Expert Data: is one part of the candidate's requirements to carry out the given project
- 28) Database Input: inputting file data into documents related to company data, outsource data, and project data
- 29) Thread Channel: creating a new thread in the Slack channel to
- announce information
- 30) Create Form: creating a form for the purposes of MSIB 5 closing on GITS.ID and processing data from the form responses
- 31) Graduation MSIB 5: attending the closing event or Graduation MSIB 5 GITS.ID directly at the office
- 32) Canceled & Reschedule Meet: canceling and creating a new schedule for meet 101, interviews, briefings, sharing sessions, SIMPLI FYI, Townhall on the calendar
- 33) Learning Style Profile & Inventory: filling in the file to
- describe personal character such as negative and positive traits and attitudes, and how to respond to people who are different from our character
- 34) Integrity Pact: filling in the file for the benefit of MSIB 5 on GITS.ID, checking and reminding other Mentees about filling in the file
- 35) Export File: export time & attendance report to PDF and Excel containing location attendance according to the employee's coordinates
- 36) Report: report the last task completed to the Mentor and employee who handles the project that I handle

PT GITS Indonesia - **Summarecon Bandung, Jl. Magna Timur No.106, Rancabolang, Gedebage, Bandung City, West Java 40294** Aug 2023 - Dec 2023

Head of Support Team Internship Divison

GITS Indonesia is a software development company. We help their internal digital transformation and provide their cloud needs. GITS.ID a digital agency, specialized in IT Consulting. Good environment for work and to develop clients' application.

- Be a representative of the divison
- Organize members of the division support team
- Share information from the company
- Be responsible for the work of division members
- Be a bridge between the company and interns

PT Ctech ERP Indonesia - **AD Premier Office Park, Jl. TB Simatupang No. 5, Ragunan, Ps. Sunday, City of South Jakarta, Special Capital Region of Jakarta** Feb 2023 - Jun 2023

Independent Study

PT. Ctech ERP Indonesia as an IT company engaged in ERP consulting and implementation.

- Participate in synchronous and asynchronous distance learning through zoom meetings and LMS Moodle from Monday to Friday
- Fill in the absence that has been provided in the Moodle LMS
- Download all module materials related to learning
- Do well and collect all assignments both individually and in groups on the Moodle LMS
- Made an article about a task on my personal Medium account
- Making video tutorial assignments for module materials and uploading them on my personal Youtube Channel
- Facilitate by creating whatsapp, draw.io, google drive groups containing google docs, google slides, and google spreadsheet reports
- Make reports on Google Docs, Google Slides, and Google Spreadsheets either individually or in groups
- Fill in the daily logbook on the Moodle LMS
- Download and install applications related to learning such as ODOO SOL, PgAdmin4, PostgreSQL, and DBVisualizer
- Practicing assignments on the ODOO SOL and ODOO SOD applications both individually and in groups
- Collaborate in doing all tasks with groups that have been distributed
- In my final assignment, I was assigned as the head of a group of 10 with a heavy equipment distributor company and handled the HRD module material

PT Ctech ERP Indonesia - **AD Premier Office Park, Jl. TB** May 2023 - Jun 2023

Simatupang No. 5, Ragunan, Ps. Sunday, City of South Jakarta, Special Capital Region of Jakarta

Head of Group 10 Final Project at the Independent Study Program

PT. Ctech ERP Indonesia as an IT company engaged in ERP consulting and implementation.

- Participate in synchronous and asynchronous distance learning through zoom meetings and Moodle LMS from Monday to Friday with Mentors
- Download all module materials related to assignments
- Facilitate by creating whatsapp, draw.io, google drive groups containing google docs, google slides, and google spreadsheet reports
- Create reports on Google Docs, Google Slides, and Google Spreadsheets
- Collaborate in doing all tasks with the group
- Handle and overcome all obstacles that occur in the group
- Convey information related to assignments to members of the Mentor
- Presentation of each task progress to group Mentors through zoom meetings

OK OCE - **Public Service Mall lt 12. Jl. Central Epicentrum no.3, RT.2/RW.5, Karet Kuningan, Setiabudi District, City of South Jakarta, Special Capital Region of Jakarta 12940**
Sep 2021 - Jan 2022

Participant

OK OCE is a job creation social movement, OK OCE, continues to make a positive contribution to the nation.

- Participate in learning activities during the activity
- Work on and collect the tasks given by the OKE OCE

Lokalate, Nutrifood - **Pasteur Regency Palace, Jl. canal Mt. Batu No. 57, Sukaraja, Kec. Cicendo, Bandung City, West Java 40175**
Feb 2022 - Jun 2022

Participant

Nutrifood is a national private company engaged in the health food and beverage industry. The Locale brand is a contemporary packaged coffee product that emphasizes Indonesian flavors.

- Participate in learning activities during the activity
- Doing and collecting assignments given by Lokalate
- Participate in Local Entrepreneurship Program and Local Marketing Contest
- Collaborate with the team to discuss assigned tasks

Management Inauguration 2020 - **Jl. Dr. Setiabudi No.229, Isola, Kec. Sukasari, Kota Bandung, Jawa Barat 40154**
Sep 2020 - Feb 2021

Medical Division

The annual routine activity is in the form of an association stage for student lecturers and management alumni held by new batch students.

- Coordinate with other divisions related to committee health
- Discussion regarding RAB (Budget Budget Plan) with treasurer Assist with medical needs
- Handling all medical related complaints
- Help fellow members in work

Digital Talent Scholarship (DTS) - **Badan Pengembangan SDM Kominfo Kementerian Komunikasi dan Informatika RI Jl. Medan Merdeka Barat No. 9, Jakarta Pusat, 10110**
Sep 2022 - Dec 2022

Training Student

Digital Talent Scholarship (DTS) is a digital competency development training program provided by the Ministry of Communication and Informatics (Kominfo). This program aims to prepare Indonesian digital talents in facing Indonesia's digital transformation 2045.

- Participate in learning activities through zoom meetings with lecturers
- Do and collect assigned tasks

GTS KMM UPI - **Jl. Dr. Setiabudi No.229, Isola, Kec. Sukasari, Kota Bandung, Jawa Barat 40154**
Mar 2021

Fundraising Division

An association of Majalengka student organizations in UPI which holds routine GTS (Goes To School) activities every new school year to welcome new students through zoom meetings.

- Become a committee in GTS activities
- Participate in activities in the zoom meetings room
- Assist other members in GTS activities

Organisational Experience

KMM UPI - **Jl. Dr. Setiabudi No.229, Isola, Kec. Sukasari, Kota Bandung, Jawa Barat 40154**
Apr 2020 - Oct 2024

Member

A family association of Majalengka students studying at the Indonesian Education University.

- Participate in introductory activities about the organization
- Participate in training activities for new members
- Participate in a series of organizational activities
- Become a member of KMM UPI
- Spread information to new students regarding the special group of KMM UPI organization
- Upload congratulations to new students on their respective social media accounts
- Provide information if there are new students or juniors who ask about lectures at UPI

KOPMA BS UPI - Jl. Dr. Setiabudi No.229, Isola, Kec. Sukasari, Kota Bandung, Jawa Barat 40154   Oct 2020 - Oct 2021
Member of GC IBM UPI

KOPMA Bumi Siliwangi Universitas Pendidikan Indonesia is an economic institution (business entity) which is also a student organization. So that KOPMA has a dual function, namely as a means of service and improving student welfare, also as a means of education, namely a place for the formation of cooperative cadres (human investment).

- Participate in introduction activities regarding cooperatives
- Participate in training activities for new members
- Participate in a series of organizational activities

Skills

- **Soft Skills** (2024) : Leadership, Decision Making, Time Management, Teamwork, Planning, Scheduling, Problem Solving, Facilitator (Example: Drive, WhatsApps Group), Communication, Task and Project Management
- **Hard Skills** (2024): Management Skills, Communication Skills, Social Media Skills
- **Software Skills** (2024): Microsoft Office (Word, Powerpoint, Excel), Google (Documents, Slides, Sheets, Meet, Drive, Youtube), Canva, Meeting Zoom, CapCut, Medium, Taiga, Slack, Odoo SOD&SOL