

ILYAS MAULANA

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SUMMARY

Bachelor's degree in Management with a concentration in Human Resources, offering diverse experience in HR and administration. Background includes 1 year as a Retail Cashier and 3 months each as an HR Consultant and HR Assistant, along with a 3-month internship as a Vacancy Hunter. Passionate about HR with strong skills in recruitment and employee development. Seeking to leverage expertise to contribute to organizational success, while open to exploring other career opportunities aligned with my skills and experience.

WORK EXPERIENCE

PT Folarium Innotek Indonesia (Rekrutiva)

Online, ID

Vacancy Hunter - Internship

Jul 2024 – Oct 2024

- Managed and selected 3-5 job vacancies for publication each week, successfully completed 1-2 missions weekly.
- Created and structured 3-5 job vacancies each week for promotion, achieved top hunter status with 1-2 successful missions weekly.
- Established communication with companies and requested consent to promote job openings for 3-5 companies weekly.

Achievement: Top Hunter August Period

PT Handaru Nusantara Gemilang (Dapoer Intan)

Online, ID

Human Resources Assistant - Internship

Jun 2024 – Sep 2024

- Managed and organized archives of more than 10 folders through google drive results make it easier to find files.
- Analyzed 3 HR projects per week strategic outcomes Improved effectiveness of HR strategies and policies.
- Administered the attendance of 22 interns with google from and spreadsheets to make performance appraisal decisions.
- Managed recruitment and interviewing for 5-10 internship positions using technical and general questions to find the best candidates.

Achievement: Best Intern of The Month July Period

Eduwork.id

Online, ID

Human Resources Consultant (Team Cv) - Internship

Jun 2024 – Sep 2024

- Conducted daily consultations with 3-4 students to aid in the creation of resumes and portfolios.
- Performed 1-on-1 consultations with 2-3 students weekly, ensuring results are completed within 2 days.
- Reported students with no progress for more than 2 weeks in daily meetings.
- Led focused and technical discussions 2 times to evaluate students' career readiness.
- Managed the preparation of job application documents for 1-2 students on a weekly basis.

Achievement: The Most Responsive Intern of the Month July Period

The Most Diligent Intern of the Month August Period

Affan01 Cellular

Sukabumi, ID

Cashier Staff - Full Time

May 2023 – Apr 2024

- Managed over 30 customer transactions on weekdays and more than 50 transactions on weekends, maintaining an average processing time of under 2 minutes per transaction.
- Greeted customers and provided tailored product recommendations, achieving an average service time of under 5 minutes.

- Ensured that the stock of goods is not less than 10 to meet customer demand The result is getting 2-3 loyal customers per week.
- Managed the product return and exchange process and subsequently offered 1-2 alternative products to prevent loss of profit.

EDUCATION

Pakuan University

Bachelor of Management (S-1)

GPA 3.35

Bogor, ID

Sep 2019 – May 2023

- Studied concentration courses Performance evaluation and compensation. Planning and Development of human resources.
- Attended and Studied an HR Event, HR Workshop, HR Case Study, HR Networking Event, Management Field Trip.
- Thesis [“The Relationship between Job Satisfaction and Performance of Teachers at Madrasah Tsanawiyah Al-Amin Cicurug”](#)

CERTIFICATION & COURSE

Link Productive

Human Resource Management

Online, ID

Jul 2023 – Jul 2023

- Learned to develop job descriptions and qualifications based on company needs.
- Designed standard operating procedures. Ensure operational consistency and efficiency.
- Learned to Identify employee needs and development to Improve employee skills and competencies.
- Created structured performance appraisals. and established a hierarchy based on job titles.

[Link Certificate](#)

Yureka Education Center

Manage Employee Salary with Microsoft Excel

Online, ID

Jun 2023 – Jul 2023

- Studied the basics of compensation and worked on 1-2 case studies.
- Designed job structures and pay scales. Utilize industry benchmarks and compensation methodologies.
- Calculated the salary components of employees based on job titles that are divided into 3 categories.

[Link Certificate](#)

LSP MSDM BRILLIANT (BNSP)

Human Resources Staff

Bogor, ID

Jan 2023 – Feb 2023

- Compiled Job Descriptions.
- Managed Payroll Administration.
- Administered Social Security Benefits.
- Implemented HR Policy Compliance.

[Link Certificate valid until February 2026](#)

SKILLS, INTERESTS, & LANGUAGES

Technical Skills : | Microsoft Office (Word, Excel, PowerPoint, Outlook) | Google Workspace | IBM SPSS | Zoom | Canva | Capcut | Human Resources Management | Screening Resume | Basic Interview | End-to-end Recruitment | Data Analysis | Filing Document | Fast Typing | Customer Service | Teaching | HRIS (E-Recruitment) | Basic Psychological Test

Soft Skills : | Communication | Time Management | Critical Thinking | Problem Solving | Teamwork | Adaptability | Presentation | Negotiations | Detail Oriented | Fast Learner

Interests : Employee Development, Compensation and Benefits, Performance Evaluation, Recruitment & Interview Strategy, HR Administration, HR Generalist, Talent Acquisition, Learning and Development.

Language : Indonesia (Proficient), English (Intermediate), Arabic (Beginner).

REFERENCE

Name : Dwi Anggoro
Company : Affan01 Cellular
Position : Business Owner
Contact : +6281318870088