

BAYU PRADIKTA WIJAYA S.Psi

Place, D.O.B	Jakarta, March 4 th 1988	
Nationality	Indonesian	
Marital Status	Single	
Permanent Address	Jl. Rusa Raya No. 38 Perum II Karawaci Tangerang 15138	
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Gender	Male	

KEY STRENGTH

- High integrity, creative, imaginative, responsible, hard worker, fast learner, independent and could work as a team
- Energetic self-starter with strong communications skills, work well independently or on a team

OFFICE SKILLS

- Adobe (Photoshop 10.0, image ready)
- Microsoft Office (Word, Excel, Power Point, Visio, Corel)
- **Psychological Test** : TIU 1, TIU 5, TKD (1, 2, 3, 5, 7, 9), IST, CFIT (3A+3B), Kraepelin, Pauli, SDS, DISC, MBTI, WARTEGG, DAM, BAUM, Creativity Test, PAPI Kostik, EPPS, Army Alpha, Know about Interview Skill, Hypnoterapy for Stress, and **Graphology**

JOB EXPERIENCES

PT. Sumber Trijaya Lestari – Alfaonline.com (Jun 2015 – Present)

Human Capital Manager

I handled all process in HR, Recruitment & Assessment, Counseling, Administration (Payroll and BPJS for all employee), General Affair for asset and building, overall my jobdesc is generalist.

PT. Computrade Technology International (Feb 2012 – May 2015)

Talent Acquisition

- Identify roles to be filled within the organization – this will be approved by the HR Manager
- Responsible for manpower planning
- Assists the HR Manager in designing job descriptions
- Updates the organizational structure as and when required
- Responsible for sourcing for suitable candidates for available positions and identifying suitable recruitment channels
- Screens applicants for basic compliance with position qualifications, summarizes CVs for easier evaluation by the departmental heads
- Meets walk-in applicants, collects and assesses CVs
- Obtains and assess all credentials of the candidates
- Ensure all vacancies are filled with the suitable candidates within the targeted time.
- Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements
- Forwards collected CVs to the concerned departmental heads for evaluation and interviews
- Schedules interviews and ensure departmental heads give feedback on each candidate
- Sends interview feedback to candidates
- Conducts new employee orientation and appraises employee of benefit options
- Maintains an active and organized data bank of applicants for various positions
- Generates recruitment related reports
- Drafts employment letters and contracts for selected candidates
- Responsible for designing induction process for new hires
- Coordinates the entire induction process

PT. Duta Griya Sarana (Jan 2011 – Jan 2012)**Recruitment Officer**

- Responsible for sourcing for suitable candidates for available positions and identifying suitable recruitment channels
- Screens applicants for basic compliance with position qualifications, summarizes CVs for easier evaluation by the departmental heads
- Meets walk-in applicants, collects and assesses CVs
- Building good relationships with employers so that they keep using your agency
- Keeping in touch with job seekers on your agency's books
- Meeting targets for the number of vacancies taken or the number of people placed into jobs
- Keeping records of clients, employers and vacancies
- Negotiating your agency's fees
- 'Headhunting' - finding and approaching candidates for executive or specialist jobs.

Yayasan Mutiara Indonesia (July – Sept, 2010)**Personal Asistant (PA)**

- Arrange schedule for Seminar requirement between Kak Seto and Client
- Scheduling meeting between Kak Seto and Client
- Assistance in every Seminar that held by Kak Seto
- Administrating all document, such as confirmation letter that intended to client

PT. Lippo Karawaci Tbk (January - May, 2010)**Recruitment Staff (Internship)**

- Prepare and arrange for employee psychological test,
- compile CV and arrange schedule for interview and psychological test for candidates employee,
- finalizing report of psychological test.

Matahari Department Store, Karawaci (June 2009)**CMRT (Crisis Management Response Team)**

- Handling and solve problem in store to avoid the accident.

CDAC (Career Development & Alumni Center) Pelita Harapan University (July 2007 – 2010)**Psylogical Tester (freelancer)**

- Handling student and employee psychological test,
- create schedule for psychological test,
- finalizing report of psychological test.

EDUCATION

Pelita Harapan University, Tangerang

2006 – 2010 : Faculty of Psychology
(GPA : 3.10)

TRAINING / ORGANIZATION EXPERIENCE

- March 23 – 25 , 2009 : Event Organizer at CSK (Career Starter Kit) project by CDAC (Career Development & Alumni Center)
- November 26 - 29, 2009 : Event Organizer at UPH BEM (Badan Eksekutif Mahasiswa), "LIT (Leadership In House Training) project
- March – April, 2009 : Event Organizer at UPH BEM (Badan Eksekutif Mahasiswa), "Cincongfun" project.
- October, 2011 : Pelatihan Intensif Tes PAPI KOSTICK Preference Inventory & DISC.
- June 22, 2011 : Grafologi-Handwriting Analysis.
- November 29-30, 2013 : No Stress Anymore (Hypnotherapy Basic-Advanced).