

DONI LAKSONO

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Find me on:



CAREER OBJECTIVE

A 23 year-old man with extraordinary characteristics, strong leadership, self-motivated, and excellent time management. Integrity and commitment are the perfect words to describe him. His highest motivations are to learn and give positive impact. He is now looking for new opportunity that can provide him with new challenge, career enhancement, and good working environment.

EDUCATION

Bachelor of Management (B.Mgt), **Full Scholarship**
School of Business & Management, Institut Teknologi Bandung
GPA **3.41** out of 4.00 with predicate Very Satisfactory.

2011 – 2014
(SBM-ITB)



Final Project: Male Consumers' Behavior towards "For Men" Facial Wash Skincare Product.

WORK & ORGANIZATION EXPERIENCES



Mar. 2016 – present (3 months)

PT. XL Axiata, Tbk.

Recruitment Officer

My responsibilities as a recruitment officer are including preparing and blasting job vacancies in recruitment channel to attract potential candidates; sourcing and screening potential candidates to provide pipeline of qualified candidates; arranging and conducting assessment such GMAT test, English test, and interview to provide hiring recommendations; arranging and preparing onboarding process of the new hires; maintain and do the update database of candidates to ensure the pipelines of documentation and application process; maintaining social media to promote job ads vacancies and hiring process.



Nov. 2014 – Mar. 2016 (1 year 4 months)

Citibank N.A.

Recruitment Specialist

The recruitment specialist is primarily responsible for recruitment execution with a key focus on sourcing candidates, screen resumes, interview candidates, offer management and providing guidance to hiring managers. More responsibilities are including but not limited to maintaining the e-Recruitment or Taleo platform; managing relationships with executive search firms, agencies, and temporary firms; providing market intelligence regarding hiring trends as well as research competitive markets and peer organizations; identifying, coordinating and participating in internal and/or external job fair as needed.



May 2012 – April 2013 (1 year)

Cakra

Marketing Promotions

Cakra company was built to fulfill Integrated Business Experience (IBE) course by SBM-ITB in the second year. My role was as a Marketing Promotions, I had responsibilities are including creating banners, product brochures, event posters, in-store displays and other marketing tools. I managed all social media channel to promote products by Cakra, but not limited to serving customers' order by phone, BBM, Line, SMS, Email. I also had responsibilities in deciding price for promotion, setting promotional packages, giving gifts, and bonuses. Briefly, at the end of IBE semester, there were products left in the warehouse which were not sold yet but then I created promotional packages and its marketing strategy to publish and I succeeded to sell all leftover products in the warehouse. It was valued about Rp5,000,000,-

SKILLS

Interpersonal Skills
Communications
Social Media
Recruiting
Interview

Low	Medium	High
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COMPUTER SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Outlook
Photoshop
IBM SPSS

AFFILIATIONS / ORGANIZATIONS

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| ▪ Liaison Officer at 14+ ASEAN Educational Forum | 2013 |
| ▪ Liaison Officer at SBM-ITB Golf Tournament | 2012 |
| ▪ Senator Team of Keluarga Mahasiswa SBM-ITB | 2012 |
| ▪ Publication Staff at Panggung Jalanan Event by SBM-ITB | 2011 |
| ▪ Member at Fakta Bahasa – Non-profit Organization | 2011 |

HONORS / ACHIEVEMENTS

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|---|------|
| ▪ <i>Bidikmisi</i> Scholarship Honor from President of Republic of Indonesia | 2014 |
| ▪ 2 nd Most Favorite Grand Finalist of Oriental Look Model, Aneka Yess! Magazine | 2013 |
| ▪ Grand Finalist of Coverboy Model, Aneka Yess! Magazine | 2012 |
| ▪ Mathematics Olympiad Team of DKI Jakarta, Olimpiade Sains Nasional | 2010 |
| ▪ Winner of Indonesian Debate Competition, BUBLE Event of SMAN 54 Jakarta | 2010 |
| ▪ Runner up of English Spelling Contest, BUBLE Event of SMAN 54 Jakarta | 2010 |

HOBBIES & INTERESTS

Hobbies : Traveling, Writing, Photography, Ice Skating.
Interest : Digital Marketing, Human Resources, Public Relations.