

Fitri Ilma Naviati

Curriculum Vitae

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Personal Details:

Name : Fitri Ilma Naviati
Date of Birth : Jakarta, 19 March 1991
Marital Status : Single
Language : English, Bahasa Melayu, Bahasa



Education:

2011 - 2013 **Master in International Business, specializing on International Human Resource Management – Middlesex University London, United Kingdom**

- The covered courses include International Human Resource Management, International Business Management, Cross Cultural Marketing, Cost Accounting and Statistic.
- Graduated with Merit. (3.45/4.0)
- Dissertation topic on international human resource management "INVESTIGATION ON THE CULTURAL IMPACT OF HIRING MIGRANT WORKERS AND MANAGING THE DIVERSITY IN THE UK FAST FOOD INDUSTRY: A CASE OF MCDONALD'S"

2008 - 2011 **Bachelor in Business and Commerce - Monash University, Malaysia**

Double Major in Marketing and Management Studies: Subject covered included Mathematics for Business (High Distinction), Project Management (Distinction), Management Information System (Distinction), International Marketing (Distinction), Business Law (Distinction), Microeconomics (Distinction), Psychology A (Distinction)

2007- 2008 **Monash Foundation Program - Sunway University College, Kuala Lumpur, Malaysia**

Foundation in Business Studies such as Economics, Accounting, English Literature, Mathematics A, and Computer Science. Overall of Distinction.

2005 - 2008 **International School of Malaysia - Kuala Lumpur Malaysia**

Majoring in Medical Science, subject included Advance Mathematics, Biology, Physics, Chemistry, Child Development, English and Indonesian.

Experience:

1.) Associate Consultant – PT Headhunter Indonesia (Human Resource Consultant), Indonesia

(October 2013 – Present)

- Liaising with clients to achieve mutual agreements
- Manage recruitment process
- Dealing with job advertisements, job description and requirements
- Screening CVs to obtain the best candidates
- Conducting interview, proficiency test and all sort of pre-screening hiring procedures
- Selecting the best candidates to be presented to clients
- Act as an consultant to advise overseas clients on human resource related matters

Industries handled: Management Consulting, Consumer Products, Oil and Gas, Lubricant, Consultancies, IT, Medical Devices, Textiles, Government Bodies, Non-profit organisation, Properties, Chemical, Insurance, Stationeries, Hospitalities, F&B.

Achievements: Achieved 150% of target in the first quarter. Achieved 220% of target in the second quarter. Achieved 289% on the third quarter. Promoted from a researcher position to recruitment executive within 6 months period. The best achiever consecutively in the first three quarter in 2014.

**2.) Researcher (Intern) – Cognito Communication (Public Relation Consultant),
Indonesia**

(June – August 2013)

- Media Monitoring from various different media sources
- Making daily reports for clients in English and Bahasa

3.) Administrative and Human Resource Staff (Intern) – Oxfam, United Kingdom

(March – April 2012)

- Helping to do the account and administrative functions.
- Answer in coming calls on a day-to-day basis
- Handled correspondence independently
- Conducting recruitment for new employees
- Helping on training analysis

4.) Operational Staff (Intern) - Awaiting Eyes Foundation, United Kingdom

(January – March 2012)

- Helping to do the daily operational matters such as scheduling the fundraising activity, budgeting, allocating the fundraising team to the location chosen
- Perform administrative duties for the Admin Department such as manages effective filling system.

5.) Human Resource Staff (Intern) – Virginia Oil Company, Indonesia

(November – December 2010)

- Maintained Personnel Records of each staff
- Rearranged CVs that come into the office
- Handled Payroll on a monthly basis
- Training need analysis

6.) Hospitality Assistance – Sunway Pyramid, Malaysia

(January – December 2009)

- Helping the customer with their inquiries
- Improving the customer services and facilities in Sunway Pyramid

Extra Curricular:

- 2012 London 2012 Summer Olympic and Paralympic – Liaison Officer**
- 2011 Monash University Volunteer Program – Team Leader for volunteering program to help teach English and Mathematics for the refugees from Myanmar**
- 2010 MUISS – Organization chairperson for the Monash Cultural Night**
- 2010 Monash Business Club – Head of External Relation**
- 2010 Youth Development Society – Head of Human Resource Department**
- 2009 Circle K Society – Helping to raise funds for the poor**
- 2008 Leo Club Monash University – Chairperson/Head of the Health Awareness Week with the National Kidney Foundation**
- 2008 Nature Society Club Monash University – International Coastal Cleaning Beach with the Body Shop**

References: Available upon request