



MASITA UTAMI

STAFF RECRUITMENT | STAFF HUMAN RESOURCE

PROFILE

Bachelor degree in psychology who has abilities in interviews, observation, and psychological tests (Kraepelin, Pauli, IST, DISC, etc). A clear understanding of recruitment and BEI interview procedure. Knowing to compile KPI, Man Power Planning, SOP based on ISO 9001: 2015, Compensation & Benefits System, and UU Cipta Kerja Klaster Ketenagakerjaan. I am also familiar with Microsoft (Excel, Word and Power Point), Job Portal and administrative task. Interested in a career as a Human Resource, recruitment or other similar field which is related to educational backgrounds, such as dealing with data, research, public speaking or people development.

CONTACT

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Address : Pasuruan, East Java

EDUCATION

BACHELOR OF PSYCHOLOGY

State University of Malang

2017 – 2021 | 3,60/4,00

• Organizations:

1. Dewan Mahasiswa Fakultas (DMF): Member of Government Division
2. Sisters for Change Id: Case Analyst & Public Relation

• Activities:

1. A Presenter of National Seminar & Call for Paper: Peran Psikologi Klinis dalam Pendidikan Kebencanaan
2. A Presenter in Call for Paper on International Conference of Psychology

EXPERIENCE

1. STUDENT INTERNSHIP

Ministry of religion

February 2021 - April 2021

Job Desc:

- Compiling SOP
- Perform administrative task
- Compiling Training Need Analysis (TNA)
- Provide counseling to teenagers

2. PSYCHOTEST SCORER

PT Selaras Mitra Integra

September 2021 (Freelance)

Job Desc:

Served as a psychotest scorer (Army Alpha, TIU 5, Kraepelin & Papikostick) in the mass recruitment of PT Astra Daihatsu Motor

CERTIFICATIONS

1. CERTIFICATE OF COMPETENCE RECRUITMENT STAFF

BADAN NASIONAL SERTIFIKASI PROFESI | AUGUST 2021

Placement of Employee • Orientation Program • Establish Requirement of Employee • Selecting Candidate of Employee • Selecting Application Document of Candidate Employee • Recruitment Candidate Employee

2. CERTIFICATE OF COURSE RECRUITMENT SPECIALIST

AR GENERASI UNGGUL | JULY 2021

Compiling Man Power Planning • Compiling technical competency test • Recruitment procedure • BEI interview technique • Non-psychological test

3. CERTIFICATE OF COURSE HUMAN RESOURCE COMPETENCY

AR GENERASI UNGGUL | JULY 2021

Framework HR • Talent Management • Compiling Job Description • Recruitment technique (Interview BEI) • Compiling training with ADDIE Method • Compiling SOP based on ISO 9001:2015 • Compiling KPI with Balanced Scorecard • Compensation & Benefit System • UU Cipta Kerja Klaster Ketenagakerjaan

4. CERTIFICATE OF ISO 9001:2015 & ISO 31000:2018

TRAINING ROBERE & ASSOCIATES (INDONESIA) | JUNE 2021

SOFTWARE

- Microsoft Excel (vlookup, hlookup, pivot, sum if, other basic formulas)
- Microsoft Word
- Microsoft PowerPoint
- Google Documents
- Canva
- SPSS
- Job Portal (LinkedIn, Jobstreet, Glints, Indeed)

SKILLS

- Recruitment Procedure
- BEI Interview Procedure
- Psychotest (Kraepelin, DISC, IST, Army Alpha, TIU 5)
- TNA (Training Need Analysis)
- MPP (ManPower Planning)
- Compensation & Benefit (BPJS Kesehatan & Ketenagakerjaan)
- Labor Regulation
- Administration Task
- Public Speaking

LANGUAGES

ENGLISH

Intermediate

(TOEFL ITP

Prediction: 503)

BAHASA

INDONESIA

Native