



Ricky Putra F.

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About Me

Bachelor of Psychology from Airlangga University with a specialization in Industrial and Organizational Psychology have the knowledge and desire to engage in the field of Human Resources, especially in the field of employee recruitment and selection.

Education

Airlangga University - S1 Psychology (Industrial and Organizational Psychology)

This major focuses on human behavior in the context of organizations and industries. Provides an overview of human behavior and the process of how this behavior can occur which can have an impact on companies and organizations along with solutions that can be implemented

Certification

HR Staff Certified BNSP - BNSP

Teknik Competency-Based Interview dalam proses rekrutmen -Mekari University

Managing a Multigenerational Workforce -LinkedIn Learning

Work Experience

Jan 2025 - Now | PT Shelter Indonesia | Relationship Officer

Responsible for managing the workforce in the Client area, such as recruitment, coaching, employee administration, payroll, taking action against disciplinary actions.

Clients handled:

PT Bayer Indonesia 80 manpower,

Dec 2023 - Dec 2024 | PT FORDE INDONESIA | Project Officer Area

Responsible for managing the workforce in the Client area, such as recruitment, coaching, employee administration, payroll, taking action against disciplinary actions.

Clients handled:

PT Mengniu Dairy Indonesia (YOYIC) 50 manpower,

PT Cosmo Technology Indonesia (REALME) 580 manpower

Oct 2022 - Dec 2023 | PT CATUR MULIA MANDIRI | Human Resources Area

Managing employees in areas ranging from recruitment, coaching, setting shift schedules, BPJS administration, PKWT processes, taking action against disciplinary actions, and providing labor when there is a sudden need, this work involves various important responsibilities

Clients handled:

PT Multi Spunindo Jaya (Non-Woven Manufacture) 225 Manpower

May 2022 - Sep 2022 | PT FIRST INDONESIA REFURBISH MANUFACTURING | *Human Resources Development Staff*

Responsible for recruitment and selection, creating Standard Operating Procedures (SOP) for the HR division, conducting employee assessments for each department, creating PKWT (Specific Time Work Agreement), payroll administration, outsourcing administration, and health insurance administration (BPJS), responsibility, also cover various important aspects of human resource management. **(60 Manpower)**

Nov 2020 - March 2022 | INHIVEN DESIGN | *Operational Specialist*

Responsible for the successful execution of the project, effective communication with suppliers and clients, recruitment of necessary personnel, and the management of the designated website

Client Handled:

Luqman Al Hakim Surabaya (High School)

BECIS (Berkeley Energy Commercial Industrial Solutions) Indonesia (Surabaya office)

Jun 2019 - Jan 2020 | DAPUR DEWI KAHYANGAN SIDOARJO | *Operations Support*

Encompasses various crucial responsibilities, including recruiting employees according to the restaurant's needs, determining positions based on the latest requirements, creating daily work schedules for all employees, monitoring Standard Operational Procedures (SOP), and managing payroll administration. **(35 Manpower)**

Jun 2017 - Aug 2017 | PT THONG PUTRA JAYASENTOSA | *HR Internship*

Managing branch company files, determining the test tools used in the employee selection process, and explaining the work agreement to new employees

Skills

HR Recruitment | HR Outsourcing

Payroll Administration | Operational Support

Contract Recruitment | Labor and Employment Law