

# SALVA AMARTA PUTI KINANTI HARDY

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## EXECUTIVE SUMMARY

Human Capital professional with experience supporting talent acquisition, people development, and performance-related initiatives in fast-paced environments. Skilled in program facilitation, stakeholder coordination, and data-informed decision-making, with a strong interest in people, science, and technology.

**Competencies:** Human Capital · Talent Acquisition & Recruitment Operation · Career Development & Talent Readiness · People Development & Engagement · Organization & Performance Support · Program & Project Coordination · Stakeholder & Relationship Management · Data & HR Analytics · Facilitation, Communication & Public Speaking

## WORK EXPERIENCES

**PT Dibimbing Digital indonesia (dibimbing.id)** Aug 2025 – Present

*Talent Support Officer (2025)*

- Managed career support and job connect activities for offline bootcamps (Digital Marketing, Data Science & Data Analytics) and online programs (ESG & Sustainability Management, Audit, Investment & Banking).
- Supported product development initiatives by analyzing job demand and industry trends for 10+ developing learning programs, including released and pilot products.
- Provided ongoing career support for 250+ alumni across all bootcamp ever existed, assisting with job preparation and placement readiness.
- Mentored & facilitated Career Preparation Classes (5+ sessions), covering recruitment processes, interview readiness, and career strategy.
- Led and supervised 100+ career preparation sessions: CV & LinkedIn reviews, interview practices in Bahasa Indonesia & English, and interview simulations.
- Conducted 1-on-1 and small group career consultations for 100+ students.
- Mentored and facilitated Practical English Classes for 10+ classes to improve professional communication skills.
- Maintained all classes, sessions and facilities conducted with a consistent 5.00/5.00 CSAT score.

**PT Commerce Finance (Monee from Sea Group)**

Mar – May 2025

*Recruitment Intern (2025)*

- Managed end-to-end recruitment for white-collar positions, including interns, entry-level, and experienced roles across diverse functions such as business operations, finance, and technology.
- Screened and analyzed over 5,500 resumes using Sea Group's ATS, effectively tracking candidate progress and ensuring accuracy throughout the hiring process.
- Sourced over 600 profiles via advanced Boolean search techniques on LinkedIn and/or ATS, increasing candidate pool quality for specialized positions (technology, business operations and finance roles) across levels.
- Facilitated the coordination of assessments (psychological, logical thinking, technical, and language), handling invitations, scheduling, and ensuring smooth candidate participation.
- Managed recruitment documentation (job postings, interview schedules, contracts) and conducted background checks, ensuring a streamlined process while maintaining up-to-date records in the ATS.

**PT Amarta Mikro Fintek**

Nov 2024 – Feb 2025

*Talent Acquisition Intern (2024)*

- Led the end-to-end recruitment process for the Amarta Internship Program (Finance, Accounting, HR, Growth, Business Analyst), facilitating the hiring of top talent.
- Screened over 6,200 resumes, shortlisting candidates, coordinating interviews, and conducting initial interviews with 150+ candidates, successfully hiring 25+ individuals.

- Sourced and evaluated 1,000+ Software Engineer profiles with specific skills and qualifications using advanced Boolean search techniques on LinkedIn and Workable for Senior, Lead, Principal, Engineering Manager, and Head of Engineering roles, improving the quality of hires.
- Coordinated a smooth onboarding process, managing employment contracts (PKWT/PKWTT/NDA/OL), equipment requests, background checks, and onboarding registration for new hires.
- Oversaw training workshops for engineers across various roles (Frontend, Backend, QA, Mobile), helping them develop the skills needed to effectively conduct user interviews and excel in their positions.
- Conducted qualification analyses for Senior to Head-level roles across 4 technical domains (Frontend, Backend, QA, Mobile), ensuring the alignment of candidate skills with organizational needs.
- Executed the 'A-Game: Engineering Series' Bootcamp, a specialized internship program for Backend Engineers, which successfully prepared interns for technical roles within the company.

#### **PT ALTO NETWORK (Djarum Group)**

**Mar – Jun 2022**

##### *Talent Management Intern (2022)*

- Managed 30+ employee consultation sessions, achieving a 4.75/5.00 satisfaction score, and provided feedback-based insights to HR leads.
- Designed and executed employee engagement strategies for 300+ employees.
- Conducted data analysis of employee happiness surveys, including scoring adjustments and reporting, to evaluate engagement trends and propose improvement areas.
- Contributed to the creation of HR reports and insights derived from engagement survey data for monthly management reviews.
- Developed a competency framework for non-tech roles, mapping skills and behaviors by job level to support performance reviews and career development planning.
- Coordinated 45+ buddy pairings to support onboarding of new hires, increasing integration and retention.
- Supported end-to-end execution of 8 non-certification training and development programs attended by 300+ employees.

#### **EDUCATION**

##### **IPB University**

**Aug 2019 – Jul 2024**

Department of Aquatic Product Technology, Faculty of Fisheries and Marine Science (GPA: 3.65/4.00 Cumlaude)

#### **ORGANIZATION AND VOLUNTEER EXPERIENCES**

##### **AIESEC in IPB**

**Aug 2019 – Jan 2023**

##### *Local Committee President (2022)*

- Successfully managed, led, and developed six Executive Board members and 60 indirect subordinates, providing strategic direction and overseeing operational execution.
- Contributed to the creation and execution of AIESEC in Indonesia's national strategic plan.

##### *Local Head of Talent Management (2021)*

- Designed educational curricula and training programs to enhance members' performance management and leadership development, contributing to a 67% increase in member retention.
- Achieved an 89.4% satisfaction rate in membership engagement initiatives.
- Received the "Enjoying Participation Award" across AIESEC in Indonesia, recognized for excellence in talent management and engagement.
- Conducted HR data analysis to gain deeper insights into member dynamics, enabling the development of people personas and a tailored organizational culture.

##### *Talent Acquisition and Retention Team Leader of Talent Management (2020)*

- Increased member retention by 63% through engagement and performance assessment strategies.

- Managed the recruitment process for over 4,000 applicants, utilizing data-driven selection methodologies to ensure effective candidate evaluation and placement.

#### **Global Volunteer of Sawasdee Project batch 35 (Thailand)**

**Dec – Jan 2020**

##### *Exchange Participant – English Teaching in supporting the SDGs no 4: Quality of Education.*

Taught English to 120+ students in a multinational cross-country program, specifically in rural areas of Samut Prakan, Thailand. Developed cross-cultural communication skills and represented Indonesia alongside participants from other nations in international networking events.

#### **ADDITIONAL INFORMATION**

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##### **SOFTWARE SKILLS**

**Human Resources:** Talentics, LinkedIn, ATS (Workable, Work At Sea), HRIS (Talenta, Sunfish, People Sea).

**Administrative and others:** Microsoft Office 365, Google Suite, Canva, Trello, Notion, Asana, Slack, Zoom, SPSS, Looker.

**Web Development:** HTML, CSS, JavaScript (basic proficiency), Visual Studio Code, GitHub Pages (project deployment).

##### **LANGUAGE SKILLS**

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|--|------------------------------|
| - Indonesian : Native                      | - English : Advanced/CEFR C1 |
| - BISINDO (Indonesia Sign Language): Basic | - Germany : Basic/A2         |