WORK EXPERIENCE

July 2020 - Dec 2020

HR Recruitment Spv / Cordinator. •

PT Waktu Cipta Dimensi

- Employee hiring and to identify staffing needs, revise the work agreement, Designing and implementing the overall recruiting strategy.
- Manage Including for GA
- Supervise the recruiting team and report on its performance and employee monitoring

Dec 2019- June 2020

HR Recruitment Cordinator • Project for Talent Acquisition

PT Personel Alih Daya.

- Employee hiring and to identify staffing needs, Doing pre-boarding and onboarding tasks
- Determine selection criteria, Designing and implementing the overall recruiting strategy
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and inperson interviews

April 2017- Dec 2019

HR Recruitment Cordinator • Recruitment & Development

PT Personel Alih Daya

- Doing pre-boarding and onboarding tasks, training motivations skill
- Source potential candidates, Update current and design new recruiting procedures (e.g. job application and onboarding processes
- Supervise the recruiting team and report on its performance

Sep 2013 -Sep 2016

HCBP Staff • HR Recruitment & GA

PT Bank Mandiri Persero (Tbk)

- · Coordination for fulfillment with Bussines Unit, Manage employee database, General Affairs & Budgeting
- Initiate offers for employment and ensure completion of all paperwork necessary, articulate company policies, benefits and details of the positions with professional demeanor and enthusiasm.

EDUCATION

2008 - 2014

Mechanical Engineer (3.03)

At Gunadarma University

TRAINING

LANGUAGES

2014 -2015 **SAP E-Hcms**

At Mandiri University

Manajemen Office 5R At Mandiri University

Bahasa ● ● ● ● English ● ● ● ●

Eko

Deviyanto

HR Recruitment Specialist



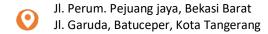
13 December 1990

WHY ME?

6 years experience in HR Recruitment, I have Knowledge of Recruitment Strategy and General Affair and currently I'm working as Recruitment Spv.

SKILLS

	
Recruitment	••••
Marketing	••••
Negotiation	••••
Psichology Test	••••
Leadership	••••
Communication	••••
Relationship Building	••••
Time Management	••••
Labour Law	• • • • •
Timework	• • • • •



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