

WORK EXPERIENCE

July 2020 – Dec 2020

HR Recruitment Spv / Coordinator. •

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 Coordinator • 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 in-person interviews

April 2017- Dec 2019

HR Recruitment Coordinator • 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

2014 -2015

SAP E-Hcms

At Mandiri University

Manajemen Office 5R

At Mandiri University

LANGUAGES

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	• • • • •
Psychology Test	• • • • •
Leadership	• • • • •
Communication	• • • • •
Relationship Building	• • • • •
Time Management	• • • • •
Labour Law	• • • • •
Timework	• • • • •



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