



# FIDA RUSLIHA

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South Tangerang

I am a motivated, productive, quick learner, and detail oriented person who is responsible and enjoys interacting with others. I have almost 3 years of experience in human resources, particularly in recruitment. I am also eager to learn new things and be able to adapt well.

## Experiences

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- PT Kode Aplikasi Indonesia (nbs.co.id) - Bintaro, South Jakarta** Feb 2022 – Dec 2024  
*HR Recruitment Intern*  
Handled end-to-end recruitment processes, including job posting, CV screening, approaching candidates, conducting initial interviews (including application form completion and HR interviews), scheduling and assisting with user interviews, administering psychological test (DISC and Papikostik), managing onboarding processes, conducting employee reviews, and overseeing offboarding and exit clearance procedures.
- PT Mega Mahadana Hadiya (Mahadya Group) - Cilandak, North Jakarta** Nov 2021 – Jan 2022  
*HR Recruitment Intern*
- Shortlist candidates, arrange interview schedules, and conduct interviews mostly for Crew Store F&B.
  - Assist with contract signing, psychological test (WPT, DISC, AQ Test), and also do scoring.
  - Follow up candidates via email, text, or phone.
- Inspirasi Melintas Zaman (IMZ Consulting) – Pancoran, South Jakarta** Aug 2020 – Sept 2020  
*Freelance Tester*
- Used DISC, WPT, Kraepelin, WZT, DAP, and BAUM test kit.
  - Explain to participants how to complete the test and understand the instruction.
  - Scoring DISC, WPT and Kraepelin.
- Yellowfit Kitchen – Sunter, North Jakarta** July 2020 – Aug 2020  
*Admin Partnership Intern*
- Serve customers from various marketplaces via WhatsApp.
  - Check the database and input orders into Google Sheets and/or the Yellowfit's system.
  - Handle customer complaints and provide solutions.
- Pusat Asesmen Pendidikan, Pusmendik Kemendikbud – Jagakarsa, South Jakarta** Oct 2019 – Oct 2019  
*Enumerator*
- Supervise competency tests at high schools in South Tangerang.
  - Prepare reports based on the supervision results.
  - Coordinate with school staff during the supervision process.

## Education

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- UIN Syarif Hidayatullah Jakarta - Jakarta, Indonesia** Graduated in Aug 2024  
*Bachelor's degree of Psychology*  
Actively participated in various organizations and committees, including as a staff member in the Women's Empowerment Department of DEMA Faculty of Psychology UIN Jakarta.

## Organizational Experience

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- PMII Komfapsi – Jakarta** 2018 – 2019  
*Human Resources Bureau Staff*
- DEMA Fakultas Psikologi – Jakarta** 2018 – 2019  
*Woman Empowerment Department Staff*

## Certification

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**Sign Language Level 1 & 2 - Jakarta**

*Pusat Bahasa Isyarat Indonesia (PUSBISINDO)*

Nov 2019

## Skills

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Microsoft Office, Communication Skills, Recruitment and Interview Skills, Ability to Work in a Team, Adaptability, Interpersonal Skill