

NABILAH NUR ZAHRA

083896244712 | nabilahnurzahra01@gmail.com | <https://www.linkedin.com/in/nabilah-nur-zahra>

Perumahan Legok Permai, Kabupaten Tangerang

A psychology fresh graduate experienced in managing Human Resources in terms of talent management, people engagement, and psychological assessments (interview, observation, cognitive and non-cognitive tests), eager to explore more in Human Resources field and also seeking new experience and developing skills professionally.

Education Level

Gunadarma University - Karawaci, Tangerang

Sep 2020 - Aug 2024

Bachelor Degree in Psychology, 3.77/4.00

- Related courses: Class of Psychology Intervention, Industrial & Organizational Psychology, Clinical Psychology, Inventory, Management Psychology, Cognitive Psychology, and Job Analysis.
- Thesis: The Relationship Between Self-Confidence and Quarter-Life Crisis Among Fresh Graduate Who Have Not Yet Found Employment

Internship & Volunteer Experiences

ATT Group - PT. Segara Artha Investama (Kampus Merdeka - MSIB Batch 5) - West Jakarta, Indonesia

Aug 2023 - Dec 2023

Internship Manajemen Human Capital - Human Capital Operation

- Oversee the administration and optimization of the Human Resource Information System (HRIS) to ensure accurate employee data management and facilitate access for personnel updates.
- Maintain comprehensive documentation for employee movements, performance appraisals, attendance, and work schedules across multiple business units, ensuring compliance with company policies.
- Administer and score psychological assessments (CFIT, IST, Papikostick, PAULI) to assist in recruitment and employee development initiatives.
- Perform regular audits of HR data to ensure adherence to legal and regulatory standards, maintaining the integrity and confidentiality of employee information.
- Collaborate with HR teams to develop training initiatives based on performance insights, fostering a culture of continuous improvement and professional growth.
- Partner with the Talent Acquisition team to create engaging content and campaigns that promote the company's brand and attract top talent, enhancing the overall candidate experience.

Besins Healthcare Indonesia

May 2024 - Present

Internship HCGA

- Executed a comprehensive recruitment process from sourcing, screening, and selecting optimal candidates, to ensuring a strong fit within the company's culture and job requirements.
- Ensured timely and accurate completion of all required paperwork, including employment agreements and contracts, achieving a 95% satisfaction rating from employees.
- Managed all aspects of new hire onboarding, including preparation of agreements, contracts, ID cards, business cards, and allocation of essential work devices (laptops, tablets).
- Performed a variety of administrative tasks, such as handling phone calls, managing emails, faxing, and taking messages, maintaining 100% efficiency and organization in daily office operations.
- Ensured the office's smooth functioning by overseeing inventory and procurement of office supplies, maintaining facilities, and coordinating with vendors.
- Maintained accurate employee records and HR documentation, ensuring compliance with labor regulations and internal policies.
- Created and designed a monthly online magazine for the company using Canva, showcasing company updates, employee achievements, and industry news, enhancing internal communications and engagement.

PROJECT BUTTERFLY

Jul 2021

Volunteer

- Developed and implemented campaign strategies, ensuring alignment with organizational goals and target audience needs.
- Developed and maintained a content calendar focused on promoting self-awareness and personal development topics.
- Assisted in the design and execution of outreach strategies to attract volunteers and participants.

AKU PEDULI

Jun 2021

Volunteer

- Developed and executed social media strategies to raise awareness about environmental preservation, sustainability, and conservation efforts.
- Created and shared educational content on the importance of protecting natural resources, reaching a broad audience across various

platforms.

- Engaged with online communities to promote discussions around environmental issues and foster a culture of responsibility and action.

Project Experience

Psychodiagnostics Practicum 2: Observation of Clinical and Social Psychology Settings

Mar 2022 - Jul 2022

- Examining the main characters from the movies from a psychological point of view is part of the report from the study.

Psychodiagnostics Practicum 3: Interview "Gratitude Pada Anak Laki-Laki Yang Merawat Ibu Penderita Penyakit Stroke Selama 8 Tahun Dan Ibu Meninggal Dunia"

Oct 2022 - Jan 2023

- Discussing and planning the interview questions using a psychological point of view.
- Interviewing and researching the subject with the theme "Gratitude" using a psychological point of view and making a report on the results of the interviews obtained.

Skills, Achievements & Other Experience

- **Soft Skills:** Interpersonal Awareness, Responsible, Team Work, Critical Thinking, Communication, Time Management, Adaptability, Learning New Things, Problem Solving, Emotional Intelligence, Empower Others, Self-Motivated, and Goal-Oriented.
- **Hard Skills:** Psychological Test, MS Office, Human Resources, Social Media Managing, Canva.