



REINA ALIFAH SAVITRI

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Jakarta, Indonesia

My name is Reina, with a bachelor's degree in psychology from Tarumanagara University, I have a strong interest and passion for human resources, talent acquisition, and recruitment as well as other things related to human resources. I believe that psychology can help me understand people better and implement effective strategies to attract, retain and develop talent in various organizations and companies.

Work Experiences

PT. Mitra Teknindo Sejati - Jakarta, Indonesia

May 2024 - Nov 2024

HR Recruitment Specialist

- Handling employee data related to BPJS registration.
- Screening CVs of more than 50+ per day through various job portals.
- Implementing end-to-end recruitment processes for more than 10+ divisions.
- Handling payroll data such as attendance input, overtime to final calculations for drivers.
- Conducting new employee orientation processes, including preparing initial documents.
- Negotiating wage offers with candidates, including compensation, benefits, and other aspects.
- Collaborating with department managers to understand recruitment needs and position specifications.

PT. Samala Serasi Unggul (Rumah Siap Kerja) - Jakarta, Indonesia

Jan 2024 - May 2024

Recruitment Intern

- Screening CVs and portfolios of over 50+ candidates per day.
- Collaborating with users to determine the necessary candidates.
- Carrying out an end-to-end recruitment process for the required positions.
- Managing all administrative data required for prospective candidates' needs.
- Scheduling interviews to conducting interviews with candidates and making reports to users.

Indonesia Recruiter

Mar 2024 - Apr 2024

Talent Acquisition Freelance

- Responsible for 10 different departments.
- Screened LinkedIn of over 50+ candidates per day.
- Scheduled and conducted interviews with candidates.
- Making reports to users from the results of interviews that have been conducted.

PT Bukit Makmur Mandiri Utama (BUMA) - Jakarta, Indonesia

Jul 2023

Observer

- Observation of 9 employees for the assessment of the best employee nominations
- Analyze and record the behavior of 9 employees according to the observation sheet
- Analysis of the behavior of responsible employees with the position of superintendent

Divija

Aug 2022 - Oct 2022

Human Resource

- Contribute to organizing an event in front of more than 30 people.
- Responsible for monitoring the Creative and design division.
- Carrying out the recruitment process for more than 30 candidates by screening CVs and conducting an interview process.

Generasa

Mar 2022 - Jul 2022

Human Resource Development

- Responsible for the social media analyst division.
- Carrying out the recruitment process for more than 35 candidates by screening CV and conducting an interview process.
- Make a schedule regarding the interview process and take care of the administration of prospective candidates.

Humanitarian Project - Jakarta, Indonesia

Feb 2022 - Jun 2022

Project Leader

- Monitor the progress of each team member.
- Provide direction to the team when making work reports.
- Creating a solid team by fostering the cooperation of people in the team and always coordinating work.

Dedication to The Community - Jakarta, Indonesia

Aug 2019 - Oct 2019

Master of Ceremony

- Organize events correctly and according to schedule
- Have a positive impact on students and add to their experience
- Contribute to hosting an event in front of more than 50 students and teacher.

Education Level

Universitas Tarumanagara - Jakarta, Indonesia

Aug 2019 - Aug 2023

Bachelor of Psychology, 3.72/4.00

SMA Muhammadiyah 3 - Jakarta, Indonesia

Jun 2016 - May 2019

High School Diploma in Science

Organisational Experience

CARITAS - Jakarta, Indonesia

Feb 2021 - Jun 2021

Fund Division

- Regulates fundraising and organizational needs.
- In charge of providing reports to the person in charge of the division on financial statements.
- Succeeded in giving maximum impact in the implementation of Caritas SMEs by accelerating budget distribution in an effective and transparent manner.

Ratoh Jaroe - Jakarta, Indonesia

Jun 2016 - May 2019

Active Member

- Help train new members.
- Filling the event in an activity.
- Coordinate with the head of the organization.

Skills, Achievements & Other Experience

- **Virtual Training DISC, MBTI & MSDT** (2024): Learn about the history, administration and method of scoring the DISC, MBTI and MSDT test tools
- **Virtual Training Kraepelin & Pauli** (2023): Learn about the history, administration and method of scoring the Kraepelin and Pauli test tools
- **Comperhansive HR Administration** (2023): Introduction to HR Administration, HRIS, Recruitment & Selection Administration, General Affair Administration, Payroll Administration, Walfare Administration
- **Workshop HR Basic for Professional Recruitment** (2023): Recruitment Process, Selection Process, Prepare recommendations for selection results, Making Job Offers to Prospective Workers, Work Orientation Programs
- **Online Course Basic Payroll Training** (2023): Calculation of working hours and overtime pay, Additional salary components, Salary reduction component, Wage structure and scale, Payroll process flow
- **Intermediate microsoft excel certification** (2022): This training contains about Visualize Data, Mathematic Operations, Basic Statistic, Function Text, Logic Function, Vlookup, Hookup, Concatenate String, Pivot Table, Index & Match, and Database Excel
- **Volunteer** (2021): Campaign Volunteer Forensic Psychology for Youth in Indonesia, Participate in disseminating information about volunteer campaigns with the theme "Let's Develop Forensic Psychology in Indonesia.
- **Volunteer** (2020): Campaign Volunteer Lingkar Psikologi, Participate in disseminating information in celebration of World Mental Health Day 2020, along with more than 40,000 other Mental Health Promoters held on October 10, 2020.
- **Hard Skills:** Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Canva, Google form, Google Drive, Google Docs, Google Sheets
- **Soft Skills:** Teamwork, Time management, Public Speaking, Leadership, Recruitment and Selection, Multitasking, Decision making ability, Administration, Responsible.
- **Interest:** Photography, Selling, Traveling