

Fadjari Widhi Kurniandra

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EXECUTIVE SUMMARY

Attentive to details, process-focused, and, most importantly, to people. I have the privilege to meet many people from various backgrounds, and learn to have a wider perspective on the way people think and express themselves. Eager to learn any creative way to monitoring, maintaining, and completing job efficiently. Majoring in Human Resources Management has passionate me to pursue my career in this industry.

Interest: *Management, Human Resources Development, Talent Acquisition, Employee Relations.*

WORK EXPERIENCES

PT Kazeto Putra Perkasa

March 2023 – August 2023

Human Resources Generalist at Homeschooling Kak Seto - Intern

Managed account: @rekrutmensks

1. Recruitment

- Supported the end-to-end recruitment process, by screening CVs to align with company requirements using Glints. administering psychometric tests, organizing and facilitated microteaching sessions (screening 30+ candidates daily).
- Posted open recruitments on various job portals, including Glints and Instagram

2. Administration

- Assisted in compiling employee attendance (Time Report) and created reports for the payroll manager During the Time Report Renewal Period (March-August 2023)

3. Employee Branding

- Created engaging promotional content for recruitment using Canva to enhance visibility and engagement
- Collaborated with other divisions to manage the company's major events.

PT Recruit First Indonesia

September 2024 – Present

Associate Consultant - Recruitment Intern

1. Recruitment

- Provide qualified candidates for more than 10 clients, through executing end-to-end recruitment process, ranging from job posting, screening, interviewing (mass and one-by-one), and assessing candidate using various method (average 10-15 candidate profiles/day).
- Coordinate with internal and external parties to fulfill manpower (average 40+ candidate profiles monthly)
- Sourcing over 75+ candidates to find top talent and fit to the client's qualification.

2. Administration

- Assisted in managing employee data and documents using Google Sheet and Excel.
- Maintain candidate talentpool for future job openings.

EDUCATION

Universitas Pembangunan Jaya

Management, Human Resources Management. Faculty of Business and Humanities (GPA: 3.55/4.00)

- Undergraduate Thesis: "Pengaruh *Work-Life Balance* dan *Flexible Work Arrangement* terhadap Kinerja Karyawan dengan Kepuasan Kerja sebagai Variabel *Intervening* (Studi Kasus pada Karyawan Generasi Milenial di Jabodetabek)

Score: A

ACHIEVEMENTS / PUBLICATIONS

Pusat Prestasi Nasional Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi

June 2021

National University Debate Championship (NUDC) Tingkat Wilayah

- Participated NUDC as a campus representative

Merdeka Belajar – Kampus Merdeka (MBKM) Riset/Penelitian
“The effect of organizational culture, work discipline, and work experience
on employee performance at PT. Omnikopi Kreasi Enak”

Published on Dec 2022
by Privietlab

- Analyzed employee behavior using questionnaire data and interpreted the results for a published journal in the social sciences, focusing on labor (Human Resources/Human Capital related).

CERTIFICATION

Coursera - HRCI Human Resource Associate Specialization Professional Certificate
[HRCI Professional Certificate](#)

May – June 2024

- ✓ Talent Acquisition
- ✓ Learning & Development
- ✓ Employee Relations
- ✓ Compensation & Benefits
- ✓ Compliance & Risk Management

ADDITIONAL INFORMATION

TOEIC (Test of English for International Communication)
Score: 805

Dec 2023

SOFTWARE SKILLS

- Google Workspace
- IES

LANGUAGE SKILLS

- Indonesian (Native Proficiency)
- English (Working Proficiency)

