



# Aisyah Sabilah Putri

CV

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**Gender**  
Female

**Place of Birth**  
Tangerang City

**LinkedIn**  
<https://www.linkedin.com/in/aisyah-sabilah-putri-7a390b229/>

Fresh Graduate with a Bachelor's Degree in Psychology from BINUS University with approximately one year of internship experience in HR, particularly in recruitment. A motivated individual with a strong interest in pursuing future opportunities in recruitment and administration. Proven ability to thrive in dynamic environments and contribute to organizational success through meticulous attention to detail and technical expertise. Skilled in teamwork and continuously seeking opportunities for personal and professional development. Aspires to leverage expertise in recruitment and employee retention to drive company success.

## Education

**Bina Nusantara University** Sep 2020 - Nov 2024  
Bachelor of Psychology (3.61 / 4.00)

**AL-AZHAR 1 Islamic Senior High School** Jul 2017 - May 2020  
Science

## Work Experiences

**PT. Sumber Alfaria Trijaya, Tbk** Jun 2024 - Nov 2024  
Recruitment & Selection Intern

- Handled the recruitment process, including sourcing candidates, conducting interviews, and coordinating with users for further steps.
- Conducted online mass hiring to fulfill staffing needs for store branch, processing over 100 candidates per week.
- Assisted in administering online tests by providing guidance and observing the testing process.
- Assisted in filing and organizing applicant documents processed each month.

**PT. Sumber Alfaria Trijaya, Tbk** Aug 2023 - Dec 2023  
Recruitment & Selection Intern

- Assisted HR in end-to-end recruitment processes, such as sourcing, screening, and interviewing.
- Gained practical experience in candidate sourcing and initial assessment for various job positions.
- Coordinated interview and online test schedules, and facilitated communication between candidates and recruiters.
- Handled administrative tasks for the selection process.

**Valdo Inc.** Feb 2023 - Jun 2023  
Recruiter Intern

- Actively Participated in sourcing and screening potential candidates for various positions.
- Assisted HR on end-to-end recruitment process such as sourcing, screening and interviewing.
- Assisted to schedule meetings of interview hiring.
- Conducted and scoring Psychological test.

## Volunteer Experiences

### Himpunan Psikologi Binus University

July 2022

Psychology Care Volunteer

- Provide the understanding and increase self-love also self-awareness to children with special needs at the Sayap Ibu Foundation in Bintaro with various interesting activities for 2 days
- As the MC of the event as well as guide and assist the children in participating in the activities held in the event, such as singing, drawing & coloring, and playing origami

### JadiLega

Feb 2022 - Apr 2022

Content Writer

- Conduct research into target audience that can be used to develop fresh content ideas
- Write clear, concise, and grammatically correct copies
- Liaise with Graphic Design team to develop on-brand visual

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## Skills

- Communication
- Ability to Work in a Team
- Recruitment Process
- Candidate Sourcing
- Time Management
- Microsoft Office
- Google Spreadsheets

## Language

Indonesian	Native speaker
English	Passive