

Salman Rafi Alifiansyah

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HUMAN RESOURCES GENERALIST & ORGANIZATIONAL DEVELOPMENT

I am a recent graduate from the University of Indonesia with a passion for exploring the diverse realms of the psychology industry. This exposure has equipped me with a keen understanding of community development dynamics, fostering an environment that values continuous learning and growth. I am excited to leverage this knowledge in the ever-evolving landscape of work industry.

PROFESSIONAL EXPERIENCE

Board of Director People and Culture - Bridges for Hope

Aug 2024 - Present

Bridges for Hope aiming to bridge refugee youths in Indonesia to livelihood and learning opportunities.

- Developed and led the organization's recruitment strategy, accumulating 100+ candidates for 16 positions with 4 weeks time to hire consist of CV screening, essay review, user interview and psychology assessment.
- Developed friendly and supportive culture within the organization both offline and online using culture design canvas.

HR Talent and Development Intern - PT Indolok Bakti Utama

Aug 2024 - Present

Indolok provide the solutions for more than 52 years, specializes in fire, security, safety and rescue.

- Led recruitment campaigns for 12+ roles, job posting, screening and shortlisting +3,600 candidates on Jobstreet and LinkedIn.
- Developed job descriptions for 3+ key positions.
- Drafted 10+ recruitment materials for company social media.
- Conducted school and campus visits to promote internship opportunities.
- Conducted 50+ pre-interview sessions and moderated 40+ user interviews, coordinating schedules and documents with candidates.
- Developed and moderate onboarding training for new hires, intern and future management trainee program.
- Managed 10+ candidates essential documents to develop request for personnel, hiring advice and offering letter.
- Involved in employee performance appraisals, consist of psychology test assessment and one-on-one meeting with the head of HR.

HR Operations Intern - ASEAN Foundation

Jun 2024 - Aug 2024

AF is tasked to support ASEAN mainly in promoting awareness, interaction and development of the people of ASEAN

- Involved in end-to-end recruitment and selection process for 20+ potential interns and 10+ programme consultants, with a time to hire ranging from 1-4 weeks. Maintained a 100% offer acceptance rate and consistently ensured high-quality hires.
- Successfully onboarded 15+ new interns by managing the required documentation and orientation process.
- Handled candidate communication, including sending first-day kits, regret emails, and coordinating interviews, with a focus on maintaining candidate engagement and documentation.
- Developed 5+ job descriptions through conducting research on each role's requirements, collaborate to outline key responsibilities.
- Provided logistical and technical support for key organizational events, meetings and programme-specific event.
- Documented necessary paperwork to reimburse HR Operations weekly expenses with 98% accuracy.
- Shortlisted 750+ and Interviewed 25+ applicants from ASEAN Countries and its dialogue partner for various programmes, proposing the integration of an AI Detector into the assessment process to enhance candidate evaluation validation efficiency.
- Screened and shortlisted 900+ applications for 5+ employee roles through email.
- Interviewed 25+ applicants from ASEAN countries for various programme.
- Designed DISC Assessment and Big 5 (OCEAN) Personality Test to be incorporated into the recruitment process.
- Handled the TikTok x ASEAN Foundation Collaboration booth at the 57th ASEAN Day, furthering community outreach.

Consultant Support - FED Insight

Aug 2023 - Des 2023

FED is a top local consulting firm specializing in building organizational capability through people.

- Researched and analyzed 5+ of company profiles with similar industry to identify trend and future problems.
- Assisted in the creation 2+ projects of business process using RASCI Matrix while collaborated with cross-functional teams to map out responsibilities and streamline processes, enhancing process efficiency by 20%.
- Developed easy-to-read KPI dashboards used by 15+ departments for performance tracking.
- Interacted with clients in 2+ projects, effectively documenting meetings and managing deliverables, leading to a 10% increase in project satisfaction.

Internship as SDM Subbagian Kesejahteraan Pegawai - KPPU

Aug 2022 - Nov 2022

KPPU is tasked to ensure compliance of the prohibition of monopolistic practices and unfair business competition.

- Conducted 4+ internal researches related to company's human resources issues, resulting in actionable insights for HR policy improvements.
- Developed a mental health program for employees, resulting in a 20% increase in employee well-being and productivity.
- Assisted in developing and implementing assessment center methods using the KPPU competency dictionary to evaluate employee competencies, skills, and potential.

EXTRACURRICULAR ACTIVITIES

Head of Legislation Commission - Majelis Permusyawaratan Mahasiswa Fakultas Psikologi UI

Jan 2020 - Jan 2022

MPM has six functions include legislative, judicial, supervisory, aspiration, cadre and succession functions in faculty level

- Provided support and assistance to student organizations within the faculty in fulfilling their legislative requirements or procedures, improving student organization compliance by 100%.
- Created three legislative executive training classes for board members, increasing law understanding capabilities by 40%.
- Designed an internship program for future members, resulting in a 50% increase in internship applications.
- Led a team of 5 members and collaborate with

Covid-19 Task Force - Research of Community Mental Health Initiative

Sept 2020 - Des 2020

RoCHMI is a leading force in tackling Indonesian mental health issues, through community-based interventions

- Provided support in a national conference for clinical psychologists.
- Documented 100+ individuals per day who complete assessment tools and compiling daily reports summarizing the activities.

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EXTRACURRICULAR ACTIVITIES

Vice Head of Logistic - Best Wanna Be Universitas Indonesia

Apri 2021 - Nov 2021

Best Wanna Be UI is a forum for student regeneration for BEM UI in the next period.

- Created detailed activity reports and conducted evaluations to assess project progress and effectiveness.
- Oversaw operational and technical aspects of events, ensuring smooth execution and compliance with regulations.
- Become Zoom Operator for 5+ event, from audio, video, and screen-sharing features test to admitting participants and providing technical support as needed.

Scout Delegates - World Scout Jamboree Yamaguchi, Japan

Jul 2015 - Sep 2015

World Scout Jamboree is a Scouting jamboree, typically attended by several tens of thousands of Scouts from around the world.

- Participate in outdoor activities, adventure programs, skill-building workshops, and community service projects.
 - Act as an ambassador of your country, sharing cultural values, customs, and traditions with international participants.
 - Engage in cultural exchange activities to foster global understanding and camaraderie among Scouts.
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EDUCATION & CERTIFICATIONS

Bachelor of Psychology - University of Indonesia (Graduated 2024)

Thesis: "Gender Segregation in Education and Its Implications on Understanding Sexuality"

Talent Acquisition: HR Planning, Recruiting and Onboarding - Udemy, MTF Institute

HR in Performance Management & Employee Development - Udemy, MTF Institute

Mastering HR and User Interviews - Harisenin x Danacita

Recruitment Staff Training - Quantum HR Indonesia

Talent Acquisition Strategy - Edspert

Awareness Training ISO 9001:2015 - PT Saff Suprima Utama

Awareness Training ISO 45001:2018 - PT Saff Suprima Utama

Awareness Training ISO 14001:2015 - PT Saff Suprima Utama

KEY COMPETENCIES

Hard Skills: Canva, Coreldraw, Office (Word, Excel, Presentation, Outlook), RASCI Matrix, Creative writing, BPM, Excel

Soft Skills: Communication, Creativity, Leadership, Problem-Solving, Teamwork, Strategic Thinking

Language: Indonesia (Native), English (Advanced: EPT UI 550)