

# Ayesha Dzikraa Fahira Gunawan

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## DESCRIPTION

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A Psychology graduate from The University of Queensland and Universitas Indonesia. Experienced in working both independently and in teams, and establishing great connections and leadership through organizations and volunteering experiences. Intrigued in expanding knowledge and expertise on extensive Human Resources fields.

## EDUCATION

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### **The University of Queensland**

*Bachelor of Arts – Psychology Major (2021 - 2023)*

### **Universitas Indonesia**

*Sarjana Psikologi – International Program (2019 - 2023)*

## EXPERIENCE

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### **Shopee Indonesia**

*People Search, Jul 2024 – Present*

- Conduct end-to-end recruitment process for Operations and Warehouse team from job briefs, candidate poaching, HR interviews, scheduled user interviews, offering, reference check and contract generation
- Manage the recruiting pipeline including determining resources status and needs, sourcing and candidate screening through ATS and JobStreet
- Build the talent pool to manage the hiring cycle and develop new strategies and programs to attract candidates

### **AstraZeneca Indonesia**

*Talent Acquisition Intern, Feb 2024 – Jul 2024*

- Conduct end-to-end recruitment process for intern and contract staffs
- Schedule and conduct HR interviews for permanent staffs
- Sourcing for potential candidates through LinkedIn Recruiter
- Support Talent Acquisition Partner and HR Business Partner for HR Recruitment related matters

### **Aspire**

*Talent Acquisition Intern, Aug 2023 – Feb 2024*

- Conducted interviews and coordinate with candidates and managers for assessment and hiring process for interns
- Performed CV screenings and sent out assessments for Operation department candidates
- Kept the candidate database and GreenHouse (ATS) software clean and updated
- Supported recruiting operations, admin tasks and reporting for the recruiting team
- Worked on employer branding initiatives to attract applicants through university outreach

### **Jobhun Indonesia**

*Human Resources Intern, June 2020 – Sept 2020*

- Recruited 16 student ambassadors through screening and interview process from >250 applicants
- Conducted Jobhun Virtual Job Fair Vol. 3 with 21 companies
- Managed candidates' data for Jobhun Talent Pool
- Approached mentors for internal training
- Conducted virtual team building

## **ORGANIZATION & VOLUNTEERING**

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### **TEDxUniversitas Indonesia**

*Marketing & Communications Manager, Oct 2020 – Mar 2021*

- Created contents for Instagram posts and stories
- Promoted pre-events and main events through Instagram ads and worked directly with media partners
- Managed ticket sales
- Reported live events

### **Thirst Project Indonesia**

*Human Resources Development - Recruiter, July 2020 – Feb 2021*

- Carried out recruitment process from screening to interviews for volunteers and staffs

## **SKILLS**

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- **Hard Skills:** Microsoft Office, GreenHouse (ATS), LinkedIn Recruiter
- **Soft Skills:** Interpersonal & External Communications, Human Resources, Interviewing, Recruiting, Teamwork
- **Language:** Advanced Proficiency in Academic English (IELTS band 7.5) & Bahasa Indonesia (Native)