



AZKIYA FAIRUZ SYARIFAH

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Mustikajaya, Bekasi.

Fresh graduate of psychology, Universitas Sebelas Maret. I have interest in human resource development. I have good experience in performing psychological assessments, such as interviewing, administering and scoring psychological tests, combined with observation. I have effective communication skills, active listening, and problem solving. With leadership and adaptability skills, I am able to work across departments and complete tasks with good time management. I also have emotional intelligence that helps in dealing with conflicts, and always uphold integrity and professional ethics in every job. I am passionate about continuing to grow in the HR field and am ready to contribute proactively in a dynamic work environment.

WORK EXPERIENCES

PT Semesta Membangun Indonesia – Jakarta Selatan

Sept 2024 - Dec 2024

Human Resources Officer

Real Estate Property Company

- Develop source distribution strategies, through various job portals and social media
- Manage the Recruitment & Selection end-to-end process involving job posting, screening, interview, user interviews, to onboarding new employees
- Responsible for the company's new employee orientation procedures and assessments for employees during the probation period
- Administer offering letters, commitment letters, termination letters
- Formulate company exit interviews
- Organize, store, and update company personnel archives regularly
- Assist in implementing company policies related to HR

PT Sumber Alfaria Trijaya Tbk Branch Bekasi - Bekasi Regency

Aug 2023 - Dec 2023

Recruitment and Selection Specialist

Retail Company

- Manage the Recruitment & Selection end - to - end process involving sourcing, screening, and scheduling HR interviews, psychological tests, user interviews, and training based on the company's MPP (Man Power Planning)
- Successfully increased applicant sources by 500% of the company's needs
- Handle screening, psychological tests, and interviews of around 150 candidate per week for area, warehouse, office and disabled employees.
- Manage employee data related to work on the company's HRIS (Oracle)
- Assist scoring psychological test tools (CFIT, DISC, MSDT, CCIT: Alfamart Inventory Test)
- Manage employee branding focused on Alfa Karir Branch Bekasi Instagram

Psychology Universitas Sebelas Maret - Surakarta

Feb 2023 - Jul 2023

Practicum Assistant for Psychodiagnostic Courses

Education

- Assist lecturers to teaching psychodiagnostic course (psychological test: IST, Weschler, CFIT, etc) 3-4 times a week to 122 student
- Successfully guides the students to complete the final project to performed psychological assessment to 239 high school student
- Evaluate student practicum reports
- Assist lecturers to make student assessments

Rumah Sakit Jiwa Dr. Radjiman Wediodiningrat Lawang - Malang, Indonesia

Jan 2023 – Feb 2023

Assistant Psychologist

Psychiatric Hospital

- Assess (Interview, observe, and test) patients in hospital
- Provide administration and scoring of psychological tests to clients (IST, Pauli, Kraepelin, DISC, etc.)
- Provide group therapy to 16 patients in hospital wards
- Assist psychologist performed cognitive behavior therapy to patient
- Make a psychological case analysis report and also present it to the supervising psychologists

EDUCATION

Universitas Sebelas Maret - Surakarta, Indonesia

Aug 2020 - Aug 2024

Bachelor Degree in Psychology, 3.77/4.00

- Relevant Coursework: Psychological Assessment Tools, Observation & Interview Technique, Selection & Recruitment, Human Resource Management & Organizational Management.
- Graduated with Cumlaude honors.

CERTIFICATION

Human Resources Staff (CHCO) – BNSP

25 Mei 2024 – 25 Mei 2027

Professional Certification Body Human Resource Development And Management

- Competence Unit Title : Compiling Job Description, Executing Social Security Administration, Executing Salary Administration, Administering HRM Policy Implementation

ORGANIZATIONAL EXPERIENCE

Badan Eksekutif Mahasiswa Fakultas Kedokteran UNS - UNS

Feb 2022 - Dec 2022

Staff of Talent, Interest, and Achievement Department

A Campus organizations that focuses on internal and external faculties and student affairs

- Coordinate competition information projects
- Manage research on competition and contest information that exists every month to be accessed by FK UNS students every month
- Serving consultations related to submission of achievement awards for FK UNS students
- Successfully increasing 50% of FK UNS student achievements
- Received the title of Best Staff in the Field of Talent, Interest, and Achievement based on performance assessment

SKILLS, TOOLSET, INTEREST & PROJECT

- **Skillset:** Psychological Assessment, Human Resources Development, Manpower Planning, Strategic Sourcing, Leadership, Effective Communication, Problem Solving Analysis, Active Listening, Teamwork and Collaboration
- **Toolset:** Google Suite, Microsoft Office, HRIS, Canva
- **Interest:** Recruitment, Talent Acquisition, Learning Development, Human Resource Development, HRGA
- **Projects (2022):** Being a coordinator of 8 Transport Committee at PSYCHE 2022 (Study orientation at faculty level)