

LATIFAH BALQIS AZ ZAHRA

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Recent Psychology graduate from Universitas Indonesia with hands-on experience in HR field. Proactive person that skilled in communication, relationship building, and organizational skills with extensive experience as a Leader in various organizations and projects. Proficient in Recruitment, Talent Sourcing, Database Management, and Administration. Aspire to work as Talent Acquisition Staff.

EDUCATION

UNIVERSITAS INDONESIA

Bachelor of Psychology

Depok, West Java

July 2023

Cumulative GPA : 3.62/4.00

Relevant Coursework : Psychometric, Industrial and Organizational Psychology, Method of Interview, Method of Observation, Psychology of Leadership.

SMAN 2 TANGERANG SELATAN

Natural Science

South Tangerang, Banten

April 2019

WORK EXPERIENCES

PT HAIER SALES INDONESIA

Talent Acquisition Staff (Maternity Leave)

Danau Sunter Barat, North Jakarta

September 2024 – January 2025

- Coordinated with Outsourcing in conducting recruitment for non-staff employees.
- Sourced and reviewed candidates' backgrounds on Jobstreet.
- Conducted HR interviews, Psychological Assessment, Technical Assessment, and explained candidates' strengths and weaknesses to users.
- Facilitated user interviews.
- Conducted employee CV reviews and analysis and ensure employee experiences are in accordance with company needs for ISO matters.
- Planned, designed and created employer branding content on the company's LinkedIn account.
- Assisted in preparing employee events (celebrations and gatherings).

PT PLN (PERSERO)

Subdivision Recruitment & Onboarding Intern

Kebayoran, South Jakarta

May 2023 – August 2023

Score: A

- Created and managed intern vacancies for 20+ positions.
- Sorted and screened 4000+ candidate's CV.
- Screened 500+ talent's LinkedIn Profile using LinkedIn Recruiter.
- Developed bench strength analysis for 100+ positions to estimate market strength for each position.

RECRUITFIRST

Associate Consultant (Intern)

SCBD, South Jakarta

March 2023 – April 2023

- Responsible for the hiring process of supervisory to managerial level roles.
- Sourced 30+ Candidate's Profile in a day using LinkedIn Recruiter.
- Conducted 20+ initial interview call for background screening.
- Created the Profile Summary of candidates and send it to clients.
- Successfully got 2 headcounts, 1 for Senior Accountant and 1 Brand Marketing Manager within one month.

NODEFLUX

People & Culture Intern

Kemang, South Jakarta

February 2022 – July 2022

Score: A

- Posted and oversaw job allowance advertisement for Product Function.
- Sourced and screened 50+ potential candidates' LinkedIn profile and CV.
- Maintained the databases of 30+potential candidates.

- Interviewed 4 potential candidates and arranged the Psychological Assessment, User Interview, and Background Checking.
- Led and designed the culture enhancement program by arranging the culture internalization activities for 100+ employees and 38 interns and by creating assessment tool for analyzing the cultural implementation of each interns.
- Examined the data about 100+ employee needs along with action planning to boost employees' retention and productivity.

LINGOTALK

People Operation Intern

Online
August 2021 – December 2021

- Administered 200+ employees' information and details to the database.
- Prepared for 100+ employee's contracts and addendum.
- Assisted 2 user interviews for People Ops position.

SATU PERSEN

Community Ambassador, Head of Events and Scriptwriter for Community Ambassador.

July 2020 – August 2020

- Directed 2 webinars with more than 300 participants to raise mental health issues awareness.
- Wrote content scripts for SPYC's Instagram.
- Represented Satu Persen as an ambassador and improved Satu Persen's marketing campaigns.

ORGANIZATIONAL EXPERIENCES

SHARE AND SHINE

Director of Content

Jan 2021 – December 2021

- Recruited and led team with 10 members.
- Conceptualized and researched 3+ engaging topic for contents in a month.

SEKOLAH MAPRES PSIKOLOGI BATCH 2

Head of Event Publication, Design, and Documentation

July 2020 – August 2020

- Led the publication team with 4 members.
- Created event publications design using Canva and Adobe Illustrator.
- Ensured all the event's documentation is published within the designated timeline.

OKK UI

Mentor

June 2020 – September 2020

- Mentored the freshman about campus life, the facilities, and some survival kits in Universitas Indonesia.

PUBLIC SPEAKING EXPERIENCES

Webinar Obrolan Hati Jalinan Kasih SKS UI: Toxicity in Friends and Family

Speaker

May 2021

Youth for Nation's Webinar Closer to Campus: Psikologi Universitas Indonesia

Speaker

Nov 2020

ADDITIONAL

Soft Skills:

- Communication (expert)
- Relationship Building (proficient)
- Analytical Thinking (proficient)
- Organizational skill (proficient)
- Leadership (proficient)

Technical Skills:

- Recruitment (proficient)
- Talent Sourcing (proficient)
- Database Management (proficient)
- Administration (proficient)
- Microsoft Excel (proficient)
- Microsoft Word (expert)

COURSE & CERTIFICATION

- **TOEFL ITP (2024) ☒**
LBI UI – valid until March 2026
Score: 563
- **Human Resource Intermediate Level (2023) ☒**
Kelas.work – no expiration date
Understand about Talent Management, Performance Management, Job Analysis, and Job Evaluation
- **Recruiting: Talent Acquisition & Hiring (2023) ☒**
Udemy – no expiration date
Understand about Recruiting, Talent Searching, Boolean Search, and Talent Acquisition Strategic Planning