



TALISHA RAHMI RAHARDINI

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Jakarta, Indonesia

Experienced HR Business Partner and Talent Acquisition professional with a strong track record in recruitment, employee relations, and talent development. Skilled at aligning HR strategies with business goals to attract top talent, foster positive workplace cultures, and enhance employee engagement. Proven ability to collaborate with leadership teams to drive organizational success.

Work Experiences

NAMA Consultant

Sep 2024 - Present

Freelance - HRBP & Talent Acquisition

A company under PINC Group who focused on Outsourcing and Human Resource Services.

- Collected attendance data from clients and assisted in completing payroll processing documents every month.
- Prepared invoices and partnership agreements with clients.
- Managed the full recruitment cycle for 4 positions per month, sourcing candidates via job portals and social media, screening resumes, conducting interviews, scheduling with hiring managers, providing recommendations, extending offers, processing contracts, and overseeing the signing of agreements—ensuring an 85% successful hire rate.
- Drafted approximately 10 comprehensive employment contracts for employees.
- Provided detailed information and explanations regarding the payment structure and regulations associated with benefits offered.
- Assisted in manually calculating BPJS Employment and BPJS Health contributions to ensure compliance and accuracy.

NAMA Consultant - Jakarta

Jun 2024 - Sep 2024

Internship - Talent Acquisition

A company under PINC Group who focused on Outsourcing and Human Resource Services.

- Attract suitable candidates through LinkedIn, job portals, etc.
- Conduct interviews and assess applicants' knowledge, skills, experience, and preferences to best match open positions.
- Manage the full recruitment cycle (from sourcing candidates on job portals and social media, screening resumes, contacting candidates, interviewing, scheduling interviews with client, providing candidate recommendations to the end user, scheduling job offers, processing contracts, and managing contract signing).

PINC

May 2024 - Present

Internship - Human resource

A holding company that leads agencies & start-ups to unlock new possibilities, through the founders combined experience across industries.

- Assist in sourcing candidates through LinkedIn, job portals, and other platforms.
- Help screen resumes and applications to identify potential candidates, successfully sourcing 20-25 candidates that match the requirements.
- Maintain and update candidate databases and application tracking systems.
- Assist in drafting job descriptions and posting job openings on various platforms.
- Conduct initial phone or video interviews to assess candidates' fit for the role.
- Provide administrative support to the Talent Acquisition team as needed.
- Collect attendance data for 100 employees from Talenta and compile daily attendance reports.
- Process insurance claims for 100-150 employees.
- Assist in contacting employees for appraisal purposes and to gather necessary documents.
- Draft employment contracts for both PKWT (Fixed-Term Employment Contracts) and PKWTT (Permanent Employment Contracts).
- Assist in entering data for 100 - 180 employees and classifying it in the database.

Star Human Capital Services

Feb 2024

Freelance - Asessor Agung Sedayu Group Project

- Conducted interviews for 9 positions and created 9 job descriptions on the same day.
- Arranged job descriptions, job analysis, and job specifications for the positions.
- Developed communication skills for both internal and external purposes.

Gunadarma University

Mar 2023 - Feb 2024

Part time - Coordinator assistant of intermediate psychology laboratory

The laboratory of psychology at Gunadarma University is used for teaching, consultancy and practice how to use the test kit for the student.

- Prepared all laboratory materials.
- Developed communication skills for both internal and external use.
- Coordinated the schedule for over 150 individuals.

- Monitored laboratory activities.
- Arranged schedules and salaries for the Intermediate Psychology Laboratory Assistants.

Gunadarma University

Mar 2023 - Jan 2024

Internship - Recruitment

- Managed the administration for over 60 new members in the Psychology Laboratory at Gunadarma University.
- Coordinated the interview schedule within a span of less than 1 day.
- Prepared 5 psychology tests within a span of less than 1 day for over 60 individuals.
- Contributed to scoring the 5 psychology tests within a span of less than 1 day.
- Organized the team for the Intermediate Psychology Laboratory Assistants.

Rumah Perubahan Jakarta Escape

Sep 2023

Freelance - Event crew Kementerian Perhubungan

Rumah perubahan helped a company employee to increase soft skills.

- Organized an event for 600 participants over 2 days.
- Ensured participants were active and excited about the event.
- Developed communication skills.

PT. Chahra Event

Feb 2023 - Jan 2024

Internship - Event moderator

A company who engaged in self development and career development.

- Prepared all training materials.
- Developed communication skills for both internal and external use.
- Received the achievement for "Most Active Moderator" in a month.
- Managed over 30 classes within a span of less than 3 months.

Gunadarma University - Jakarta, Indonesia

Sep 2022 - Mar 2023

Part time - Intermediate psychology laboratory assistant

The laboratory of psychology at Gunadarma University is used for teaching, consultancy and practice how to use the test kit for the student.

- Develop communication skills for internal use and external use.
- Mentoring the students third year of Psychology at Gunadarma University focused on the instructions of the psychology test; WAIS Test, APM Test, and IST Test.
- Prepared laboratory and the materials needed.

Universe Enlightenment Indonesia Consulting

Jun 2022

Freelance - Tester

A company focused on consulting the psychology needs.

- Contributed scoring 4 psychology test in a span of less than 5 day for more than 260 individuals.
- Develop communication skills for the internal and external use.
- Handled the instruction for 4 psychology test in a span of less than 2 days for more than 260 individuals.

Vio Murdina

Dec 2022 - Mar 2023

Part time - Host live streaming

Fashion designer in central jakarta.

- Hosted live streaming sessions for fashion shopping events, engaging with audiences in real-time through product demonstrations, styling tips, and promotions.
- Developed and delivered engaging, on-brand content to drive viewer interaction and increase product sales.
- Monitored and responded to live viewer comments, questions, and feedback to enhance customer satisfaction and engagement.
- Built and maintained a loyal online community by creating interactive and personalized experiences for viewers.

PT. Esa Tunggal Pratama - Jakarta, Indonesia

Aug 2022 - Sep 2022

Freelance - Tester

A company engaged in psychology and human resources consulting service company.

- Develop problem solving skills in the test.
- Mentoring the first year students at SMAN 44 Jakarta in the interest and aptitude test and got an appropriate results.
- And got a recommendations to mentoring the first year students at SMAN 89 Jakarta in interest and aptitude test focused on RMIB Test, WPT Test, Subject Preference, SSCT questionnaire.

Gunadarma University - Jakarta, Indonesia

Jan 2022 - Jul 2022

Part time - Psychology laboratory assistant

The laboratory of psychology at Gunadarma University is used for mentoring also teaching about the report of the observations.

- Develop the communication skills, and also had a new experience using Foxit Apps for correction the report of the observation.

- Increase highly thinking skills and research to assist observation final report interviews.
- Teach the students penultimate year of Psychology at Gunadarma University in a span of less than 6 months and getting the final result of A predicate.
- Expand knowledge in Clinical Psychology focused on Faal Psychology.

Education Level

Universitas Gunadarma - Jakarta, Indonesia

Aug 2019 - Aug 2023

Bachelor of Psychology, 3.47/4.00

SMAN 36 Jakarta - Jakarta, Indonesia

Jul 2016 - May 2019

High School Diploma in Natural Science

- Won 1st place in the Olimpiade Penelitian Siswa Indonesia (OPSI).
- Won 1st place as a team in the Jelajah Museum Jakarta.
- Won the winner as the best team in Lomba Debat Bahasa Indonesia (LDBI).

Organisational Experience

BEMF Psychology - Jakarta, Indonesia

Aug 2020 - Feb 2021

Staff of education department

- Planned, organized, and prepared the system for 2 large projects.
- Maintained clear communication with precise technical writing to document and inform critical processes.
- Provided the idea and detailed technical and operational direction consistently meeting deliverables according to deadlines.
- Supported and drove team success through shared vision and recognition of quality performance.
- Accelerated progress by continually reviewing performance, budgets and project timelines.
- Orchestrated projects within strict timeframes and budget constraints by solving complex problems and working closely with senior leaders.
- Develop public speaking as a moderator in a psychology webinar: self-diagnose and become a master of ceremony in psychology ramadhan events.

Skills, Achievements & Other Experience

- **Human Resource Recruitment Training at Badan Nasional Sertifikasi Profesi (2023):** Occupation of HR Recruitment and Selection Senior Analyst
- **Human Resource Advance Training at Chahra Event (2023):**
- **Human Resource Basic Training at Chahra Event (2023):**
- **Managing Training Equipment at Lembaga Profesi Universitas Gunadarma (2022):**
- **Job Analysis at Lembaga Sertifikat Profesi Universitas Gunadarma (2022):**
- **Planning The Presentation of Training at Lembaga Sertifikat Profesi Universitas Gunadarma (2022):**
- **Graphic Design (2021):** Canva
- **Projects:** LEIPZIG, Psikojar
- **Language:** Indonesian (native), English (passive)
- **Microsoft:** Word, Excel, PowerPoint
- **Data Analysis (2022):** SPSS
- **Google:** Workspace