



DEA FITRI AMALIA F RECRUITER

CONTACT

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ABOUT ME

I was born in Jakarta 21st February 1994. I am graduated from Universitas Gunadarma as Magister Sains Psychology Industrial and Organization with GPA 3.56. I am able to understand feelings of others and really like the entertainment world, especially movies or music. But I am a serious person, able to work hard and be reliable

EDUCATION

UNIVERSITAS GUNADARMA

June 2012 – March 2016

Completed Bachelor Degree in Psychology (S.Psi)

GPA: 3.74 from 4.00

Thesis Title : Prosocial Behaviour Contributes To Happiness In The Late Adolescent

UNIVERSITAS GUNADARMA

Aug 2016 – Aug 2018

Completed Master Science in Psychology Industrial and Organization (M.Si)

GPA : 3.56 from 4.00

Thesis Title : The Contribution Of Emotion Intelligence And Conflict Managemet Collaboration Style Against Psychological Well-Being On Young Doctor (Co-Ass)

EXPERIENCE

2013 UNIVERSITAS GUNADARMA

Radio Announcer at College

- Turn on the radio broadcasting device
- To Do Broadcast about 4 hours on the weekend
- Playing songs, reading news trending or providing tips needed by students for study skills or entertainment

2016 UNIVERSITAS GUNADARMA

Invigilator for Exam

- Supervise students who are doing midterm or final semester exams
- Writing exam supervision reports, based on absences or students who are dishonest in examinations

2018 UNIVERSITAS GUNADARMA

Lecture Aisstant

- Conducting reliability tests on the research sample using software (SPSS, BIG STEPS)

RECRUITER

2019 - PT. PURA MAYUNGAN

2021 HRGA Staff (Focusing in Recruitment & GA)

- Create an Organizational Structure at the beginning of the year for each Department
- Make a Manpower Plan at the beginning of the year
- Making an advertisement about a job vacancy
- Screening applicants
- Schedule interviews and psych tests
- Conduct recruitment process with applicants (interview, psychology test from start to end like salary negotiation)
- Conducting a psychotest scoring of candidate applicants
- Make a KPI Recruitment and Training Report every month
- Make a design for poster or event will be implemented by the company
- Make a training schedule in 1 year
- Do order with purchasing departement using accurate program
- Facilitator Training
- Doing GA work such as arranging drivers and operational cars booked by employees for outgoing services

**2021-
NOW**

PT. Reka Solusi Arthamedia

Recruitment Staff

- Making an advertisement about a job vacancy
- Screening applicants
- Schedule interviews and psych tests
- Conduct recruitment process with applicants (interview, psychology test from start to end like salary negotiation)
- Conducting a psychotest scoring of candidate applicants
- Make a Report about Recruitment and Training in every month
- Handle BPJS Kesehatan dan BPJS Tenaga Kerja

RECRUITER

SKILLS

- Training Development Program Methode (Modul and Practic)
- Administrating Scoring Of Measuring Tool Psychology
- Recruitment And Interviewing
- Able to run spss version 20 or 21
- Able to be a presenter and announcer
- Able to be public relations
- Cooperative team members
- Extremed organized
- Outstanding interpersonal skills
- Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint
- Able to make a sketch concept for an idea
- Excellent communication skills, both written and verbal
- Quick learner
- Language : Indonesian and little bit english

HAVE BEEN TRAINED

- RECRUITMENT AND SELECTION SENIOR SUPERVISOR (BNSP UNTIL 2025)
- BASIC HUMAN RESOURCES PROFESSIONAL (BHRP) DASAR BATCH 35
- BASIC HUMAN RESOURCES PROFESSIONAL (BHRP) LANJUT BATCH 15