

# KHAFLI MUHAMMAD

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## OBJECTIVE

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A dynamic Social Psychology Master's graduate with a background in psychological assessment, counseling, data research, and policy paper writing, I am well-equipped to excel in roles related to Assessment Center Management, Behavioral Interviewing, and Client Servicing. Proficient in assessing psychological evaluation results and generating comprehensive reports for candidates across various levels. Skilled in conducting behavioral interviews for positions ranging, ensuring a thorough assessment of candidates' competencies and suitability. Capable of managing client accounts and projects, ensuring high levels of satisfaction and successful project completion. Equipped with counseling experience to understand human behavior, motivations, and emotions, enhancing the ability to assess and interact with individuals effectively. Proficient in data research methodologies and analysis, enabling informed decision-making and insights-driven strategies. Skilled in writing policy papers, demonstrating strong analytical and communication abilities.

## WORK EXPERIENCE

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### FREELANCE RECRUITMENT

Sumedang

Recruiter

Nov 2023 – Mar 2024

- Selecting Curriculum Vitae of job applicants involves a comprehensive process wherein recruiters meticulously analyze qualifications, experiences, skills, achievements, educational backgrounds, work histories and cultural fit.
- Write down the results of the psychological examination from the psychological test (LHPP) that shows a comprehensive analysis of an individual's cognitive abilities, personality traits, emotional intelligence, interpersonal skills.
- Create employee inspection reports in accordance with company needs to meet specific company requirements involve conducting thorough evaluations of employee performance, adherence to company policies and skill development progress.

### ITEM WRITERS KEMENRISTEK DIKTI

Jakarta

Item Writers  
2024

Jan 2024 – Feb

- Compiling psychological items for the national employee selection which is in accordance with the specified needs.
- Processing the data and indicators needed for the national employee selection.
- Presenting fit items for the national employee selection.

### RESEARCHER ASSISTANT FACULTY OF PSYCHOLOGY UNPAD

Sumedang

Researcher Assistant

Nov 2023 –

Now

- Providing process student research data using SPSS and JASP.
- Correcting the results of data reports and paper especially about psychological phenomena and social aspects.
- Assisting students to register the final exam and processing the administration requirement.

### WOMAN CRISIS CENTER (WCC) JOMBANG

Jombang, East Java

Counselor

May 2018 – Sep 2018

- Providing assistance to WCC clients, resulting 30% increase client affordability around Jombang.
- Preparing the interview for WCC clients and assisting to observation the behavior of clients.
- Developed and delivered comprehensive paralegal training modules to a diverse community audience through WCC, resulting in a 40% increase in legal knowledge and empowering individuals to navigate complex legal processes effectively.
- Preparing mind mapping and writing the paralegal during the training and improve writing efficiency

## EDUCATION

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### MAGISTER OF SOCIAL PSYCHOLOGY, PADJADJARAN UNIVERSITY (UNPAD)

Magister Science of Social Psychology (M.Psi)

Aug 2021–Aug 2023

Major in Social Psychology.

Cumulative GPA: 3.76/4.0

Relevant Coursework: Data Research; Policy Brief; Research in Social Context; Quantitative Research

### BACHELOR OF PSYCHOLOGY, MALANG STATE UNIVERSITY (UM)

Bachelor Study of Psychology (S.Psi)

Aug 2016-Aug 2020

Cumulative GPA: 3.21/4.0

Relevant Coursework: Interview and Counseling; Quantitative Research; Social Analysis, Psychological Testing (DISC, PAPI KOSTICK, WISC)

## UNIVERSITY PROJECTS

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### COMMUNITY PSYCHOLOGY TEAM & POLICY WORK UNPAD Feb 2022 – Aug 2022

- Created some research to develop to social and community phenomena around Tahura Ir. Djuanda, Bandung using interviewing and observation methods for 3 months.
- Mapping the distribution of the community in Tahura Ir. Djuanda, Bandung and find around 12 communities there.
- Write a Policy Brief on bureaucratic flow between the village government & Tahura Ir. Djuanda and improve relations between institutions

### BANDUNG CRITICAL PSYCHOLOGY CONFERENCE 2022 Nov 2021 – Aug 2022

- Compose TOR and scheduling the conference with 4 departments
- Coordinate with the 4speakers about the material and book to be presented in 4 days.
- Become presenter and leading the presentation about Environmental Intelligence is Part of Psychological Intelligence

### PROGRAM HIBAH BISA DESA NASIONAL (PHBD) 2018 Mar 2018 – Nov 2018

- Coordinate and organize the proposal to be filed in Kemenristekdikti and passed the national assessment regarding village development and community empowerment.
- Presenting and collaborating with village, 3 government agencies and universities regarding the training and mentoring programs that will be carried out.
- Develop training for people with mental disorders in Wonorejo, Kabupaten Malang and opens job vacancies for 20 residents about the process of making sandals and the process of assisting health workers
- Connect the residents and distributor to distribute the product and maintaining the flow of production to increase residents' income.

### SOCIAL DIVISION OF BEM PSYCHOLOGY UM 2018 Jan 2018 – Dec 2018

- Facilitating 5 social programs for psychology students and general public.
- Create and leading Program Hibah Bina Desa Nasional (PHBD) 2018
- Manage an effective and efficient spending plan for the 2018 period and saving 5% of initial funds

### CHARACTER BUILDING BEM FAKULTAS PSIKOLOGI 2017 Jan 2017 – Oct 2017

- Compose TOR and proposals for the Character Building.
- Arrange and organize the events as creative staff.
- Coordinate with the speakers and lecturer who will present during the Character Building.

### CLASS LEADER OF PSYCHOLOGY STUDENT 2016, UM 2016 – 2020

- Build effective coordination patterns from the student committee and faculty activities.
- Produce and implement the student inauguration program and get profit around 10%.
- Manage the student finances obtain the remaining 20% of the initial funds.

## ADDITIONAL

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### Technical Skills:

Psychological Tools: Interview, Recruiting, Psychological Test Report, DISC, PAPI KOSTICK, WISC

Statistical Tools: Operation use SPSS & JASP,

Writing Tools: Microsoft Office Package (Microsoft Word, Excel, Power Point)

Canva Design, Google Workspace, Develop Survey Questionnaire, Policy Brief