



RIZKA, M.Psi, Psikolog
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Kel. Pancoran Mas Kec. Pancoran Mas Kota Depok
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Personal Data

Name : Rizka
Place & Date of Birth : Jakarta, February 25th 1984
Nationality : Indonesia
Religion : Moslem
Marital Status : Married
Height/Weight : 160 cm / 50 kg
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Contact Information:

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Education Histories

Education:

- Master Degree of Psychology, University Persada Indonesia, Jakarta (2008-2011).
- Bachelor Degree of Psychology, University Persada Indonesia, Jakarta (2002-2007)

Training:

- Targeted Selection Based On Behavior Competencies, Daya Dimensi Indonesia, 2015
- Assessment Center Assessor Certification, PPM, 2014
- Cognitive Behavioral Therapy, One Spirit Consulting, 2013
- DISC, One Spirit Consulting, 2013
- Papikostik Test, Lembaga Konsultasi LAKSMI

Professional Certification

- Sertifikasi Asesor Kompetensi dari BNSP, 2016
- Targeted Selection Based On Behavior Competencies, Daya Dimensi Indonesia, 2015
- Assessment Center Assessor Certification, PPM, 2014

Working Experience

Consultant in Assessment (ACT Consulting / ESQ Group)

2014 – Present,

Work Description :

- Make tools Assessment Center for top management until staff
- Make simulation tools Assessment Center
- Presentation Assessment Center For Client
- Make report Assessment center, psychological test, and talent mapping
- Analysis behavior for values, vision and mission for client
- Make behavior guidance for client
- Analysis culture transformation
- Analysis talent mapping for client
- Multitasking in tools development specialist for make tools training level 1-3 in krickpatric model
- Upsale ACT Consulting client
- Presentation all product in ACT Consulting (ESQ Group) ex, culture transformation, organization development, soft skill training, survey engagement etc.

Handled Client in Assessment:

1. Training Assessment Center sebagai Trainer
2. Training Behavior Event Interview sebagai Trainer
3. Training Design Competencies sebagai Trainer
4. As A Project Manager di Jasaraharja Putera
5. Psikotes di Kantor Imigrasi Jakarta Utara
6. Psikotes di Kantor Imigrasi Jakarta Selatan
7. Assessment Center di Kaltim Methanol Industri
8. Pembuatan Kamus Kompetensi di DJPB-PUPR
9. Assessment Center diPemerintahan Kabupaten Kudus
10. Psikotes di HUMPUS
11. Review Analisa Jabatan di PT. Arga Bangun Bangsa
12. Review Analisa Jabatan di ESQ Tours and Travel
13. Review Analisa Jabatan dan KPI di ESQ Leadership Center
14. Psikotes di BNPB bagian PRB
15. Recruitment and selection di BPJS Kesehatan
16. Recruitment and selection di PLN
17. Recruitment and selection di BPJS Ketenagakerjaan
18. Recruitment and selection di Kawasan Berikat Nusantara (KBN)
19. Recruitment and selection di CPNS BNPB
20. Assessment Center PT. Infomedia By Telkom
21. Observasi perilaku di PT. Indonesia Power
22. Assessment Center di PT. Infomedia Solusi Humanika
23. Observasi perilaku di RS. Pelabuhan
24. Observasi perilaku di Walikota Jakarta Selatan
25. Survey Engagement di PT.JNE
26. Survey Engagement di RSUD.Bantul
27. Survey Engagement di BRI Syariah
28. As a Facilitator in FGD for all client in Assessment and culture
29. Pengukuran 360 derajat di PT.Kimia Farma
30. Recruitment and selection di Bank Indonesia (BI)
31. As A Project Manager in RSAB Harapan Kita (Bundling 3 product : Culture Transformation, Psychological Test, and Agent of Change on boarding, maintenance and evaluation)

Handle Client in Culture :

1. Pengukuran budaya di HUMPUS
2. Pengukuran budaya di DJBK-PUPR
3. Pengukuran budaya di Pupuk Kaltim
4. Maintenance Agent of Change di Telkom Indonesia
5. Pengukuran Budaya di Bank BJB
6. Pengukuran budaya di PTPN XI (Jawa Timur)
7. Pendampingan transformasi budaya di RSAB Harapan Kita (2 tahun berturut-turut)
8. Pengukuran budaya di Kaltim Metanol Industri
9. Audit pengukuran budaya di Bursa Efek Indonesia
10. Pengukuran budaya di Kementerian Agama
11. Pengukuran budaya di Kementerian Pemberdayaan Perempuan dan Perlindungan Anak
12. Pendampingan budaya para Agent of Change di AHM (Astra Honda Motor)
13. Pendampingan budaya di Bank Syariah Mandiri (BSM)
14. Pendampingan budaya kepada Agent of Change di Bank Syariah Mandiri (BSM)
15. Pendampingan budaya di Auto2000

PT. INFOMEDIA NUSANTARA BY TELKOM

2011 – Desember 2013

Position Title (Level) : RECRUITMENT & PLACEMENT SUPERVISOR

Specialization : Human Resources

Role : Recruitment/Staffing

Industry : TELEKOMUNIKASI

Work Description :

- Making "Competency Dictionary"
- Responsible for recruitment process, Conducting psychological test and interview, Arranging schedule for interview with user, Preparing and managing tools for psychological selection new hiring employees from non staff(workers) until managerial level, such as conducting psychological test and depth interview base on competencies
- Made report from psychological test
- Made report/interpretation and assess employees capability such as potential capability personality and dynamic of human behavior,
- Evaluation probation period for new employees,
- Promotion activity, controlling ending contract period (Placement)
- Developing campus hiring or job fair for applicant database
- Receiving and reviewing applications to evaluate whether candidates meet the position requirements
- Salary Negotiation and Finalization
- Record the letter of permission, leave letter, letter of illness and the form of overtime employees
- Handling HRIS (Approval leave, new employee, and update status employees)
- Filling Employee File
- Implement performance appraisal
- Develop exit questioners survey
- Planning Jasnaker
- Made RFP or Petty cash
- Update and maintain manpower data in SAP & web master data

- Involved & helping other HR Programs' such as Talent Management, Annual Assessment
- In coordination with outsourcing vendor to ensure end-to-end process of outsource employees is conduct properly. Including but not limited in hiring, on-boarding, contract extension, transfer, and exit procedure
- Monthly invoices verification
- Monthly and Weekly reports
- Analyze turn over
- Make Career Path (Career Management) with Talent Pool
- Analyze Performance Appraisal

PT.BONION MITRA UTAMA

Dec 2009 - March 2011

Position Title (Level) : HR Staff (Fresh Grad / Less than 1 year experience)

Specialization : Human Resources

Role : Recruitment/Staffing

Industry : Construction / Building / Engineering

Work Description :

- Rekrutment Karyawan, mulai dari pemasangan iklan, psikotes, wawancara sampai pembuatan perjanjian kerja.
- Penanganan Absensi kerja
- Pembuatan table Lembur Karyawan.
- Penanganan cuti Karyawan
- Penanganan data base karyawan

Technical Skill

- **PSYCHOLOGY TEST**
- Pauli; IST; Papikostik; DAM; BAUM; Kraeplin; Pauli; 16PF; DAT; Wartegg; EPPS; DISC; TIU; CVIT; Deret Angka; Aritmatika; Logika Verbal, dll
- **Harrison Assessment**
- **ASSESSOR**
- **Membuat Kamus Kompetensi**
- **Membuat tools assessment center**
- **Tool for 360 degree**