

# Bella Fariza Hanifa

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**Human Resources Department** I have a total of 6 years experiences in Human Resources, with 3 years as HR Generalist. This experience makes me proficient in the HR field starting from Recruitment and Hiring, On-boarding process, Organizational Development, Developing Job Descriptions & KPIs, Performance Appraisal, Training, to the Off-boarding process.

## Work Experiences

AUG 2020 - PRESENT

### **Senior Human Resource Business Partner - Hakuodo Jakarta (Part of Hakuodo International Indonesia)**

Advertising Agency (Approx. 70 employees)

South Jakarta

- Manage end-to-end recruitment process.
- Provide employee training & development plan including the implementation.
- Provide organization structure, job description, job specification, and KPI for each position.
- Conduct employee performance review regularly.
- Provide employee performance improvement plan.
- Support employee movement (promotion/ transfer/ demotion).
- Support for HRIS implementation (renewal, troubleshoot, etc).
- Provide Expatriates legal & permits renewal.
- Support all employee benefit including insurance programs (private insurance, BPJS Kesehatan, BPJS Ketenagakerjaan).
- Provide/ update HR policies/ guidance.
- Provide HR report (Recruitment, Training, Benefit, Admin, etc).
- Manage and initiate employee engagement and employer branding programs.

2020 – 2021 also handling Business Unit i-dac Indonesia (part of Hakuodo International Indonesia)

OCT 2019 – AUG 2020

### **Talent Acquisition Specialist - PT Indo Porcelain (ZEN Tableware)**

Manufacturing (Approx. 1100 employees)

Tangerang

- Responsible for All Position recruitment to find best talent.
- Conduct day-to-day recruitment & selection activities, acquiring potential, capable and fit people to certain position specification based on organization needs.
- Handle the administrative (reporting) and operational tasks on recruitment activities.
- Coordinate with respective Director and or Department Head and or other related-authorize party in conducting recruitment and selection function.
- Posting job by using job portals, social media, websites, and do head hunting using LinkedIn and other resources.
- Facilitate all users and interviewers in making decision based on all assessment results during the selection process.
- Improving Assessment Method for Talent Mapping.

JUL 2018 – OCT 2019

**Talent Acquisition - PT Agro Boga Utama**

Warehousing (Approx. 700 employees)

South Jakarta

- Responsible for Retail Project recruitment to find best talent for positions such as Cashier, Store Staff, Sales Canvasser, Store Head, Area Retail Supervisor, etc.
- Conduct day-to-day recruitment & selection activities, acquiring potential, capable and fit people to certain position specification based on organization needs.
- Handling initial levels of selection process and activities, such as but not limited to psychometric test, and first review candidates.
- Handle the administrative (reporting) and operational tasks on recruitment activities for: HO, Branches, & Project.
- Coordinate with respective Director and or Department Head and or other related-authorize party in conducting recruitment and selection function.
- Implement continuous improvement on Recruitment and Selection system.

## Organization Experiences

2013 - 2015

**Secretary – Paguyuban Karya Salemba Empat**

Jatinangor

2013

**Coordinator of Medic & Food Logistic – Penerimaan Mahasiswa Baru Psikologi Unpad**

Jatinangor

## Skills

HR Generalist • Performance Appraisal • Job Description & KPI Development • Microsoft Office (Excel, PPT) • Psychology Test • Interview • Assessment

## Education

2011 - 2016

**Bachelor of Psychology | Universitas Padjadjaran | Jatinangor**