

Curriculum Vitae



Dimas Rizky Aditya, M.Psi, Psikolog

📍 Lugano Park, Cluster Certara ZA 06/16, Citra Raya, Kab. Tangerang, Banten

☎ (+62) 85793395565

✉ dimas_r_aditya@yahoo.com

Place / Date of birth: Bandung, 08 October 1989

Marital Status: Married (K3)

Religion : Islam

WORK EXPERIENCE

2022 – Present

HRBP Manager

Cornerstone - PT. Pop Properti Indonesia



- Responsible and run end to end HR matters for head office and projects
- Monitoring & Controlling HR job for site (malls), collaboration with their HR Manager
- Analyze trends and metrics with HR Team to develop solutions, programs, and policies
- Responsible to provide guidance and input on Projects restructures and workforce planning
- Identify training needs, evaluate and recommend training program
- Provides performance management guidance (coaching counselling, career development)
- Monitoring and evaluate the implementation of HRIS, LMS and PMS as part of Human Resource Management System
- Collaborate with holding group company in term of internalization new company culture

Achievement:

- 2023 → As a head of committee for Business Plan 2024 & Benchmark to Seoul – Sout Korea
- 2022 → - Develop and finalize SOP for all Department
 - As a main facilitator for all games in Business Plan 2023

Business or sector Retail Property (Mall) Management

2018 – 2022

Organization Development & Performance Management

Adaro Services - PT. Saptaindra Sejati (Adaro Group)



- Preparing data for BOD especially about Manpower Planning & Manpower Productivity
- Formulate calculation and create Standard Parameter about Manpower Planning
- Co-Leader in the improvement project (In Department, Cross Department, and Executive Level)
- Coordination with user to create Manpower Planning and also Organization Design
- Preparing data and proposal for new project & new business process
- Support Department Head to manage team with PDCA ways
- Design career path
- Promotion & Rotation Management
- Performance Management
- Employee Engagement
- Culture & Value

Recruitment

Adaro Services - PT. Saptaindra Sejati (Adaro Group)

- Maintain and controlling MPP and MPR
- Make recruitment plan based on MPP
- Make recruitment budgeting
- Coordination with Talent Management about internal fulfilment
- Responsible for end to end recruitment process in all job level
- Screening candidates, arrange selection schedule, conduct psychological test and psychological interview for candidates.
- Make psychological report and recommendation based on psychological test and interview

Curriculum Vitae

- Make offering and do benefit negotiation with candidates
- Arrange Medical Check Up schedule for candidates (All Level Employees)
- Preparing document and administration for new employees
- Contract signing
- Maintain database of employees and candidates
- Make weekly, monthly, and yearly report for all recruitment process
- Evaluate and make standard norm and process for recruitment
- Regularly doing calibration standard for Psychotest with vendor and holding group (Adaro Energy)
- Join with holding group (Adaro Energy) as Assessor for selection proses Development Program
- Supervise subordinate and other team who related with recruitment process
- Build good communication and team work to all department and user

Achievement:

- 2021 → Develop calculation system for Manpower Planning in Operator & Mechanic
- 2020 → As a Counsellor & Psychologist for employee who are confirmed positive for Covid-19
- 2019 & 2020 → Got "Very Good" (Highest rating in performance evaluation)
- 2019 → Develop Performance Management System Online

Business or sector Mining Contractor

2016 – 2018

Recruitment

PT. Mattel Indonesia



- Responsible for end to end recruitment process in all job level
- Design and prepare advertisement for advertise in online job center
- Responsible and conduct mass selection process for PDL (Production Direct Labor), NPDL (Non Production Direct Labor), and IDL (Indirect Labor) – Non Staff Level Employees
- Screening candidates, arrange selection schedule, conduct psychological test and psychological interview for candidates. – Staff Level until Managerial Level Employees
- Make psychological report and recommendation based on the result of psychological test and interview
- Arrange interview schedule with user
- Arrange Medical Check Up schedule for candidates (All Level Employees)
- Preparing document and administration for new employees
- Contract signing and introduce new hire to all employee
- Conduct End of Contract or Termination administration for employees
- Maintain database of employees
- Doing administration process for all personal action of employees (such as Annual Leave, Promotion, Transfer Job Position, Etc)
- Make weekly, monthly, and yearly report for all recruitment process
- Evaluate and make standard norm for psychological test result
- Conduct psychological assessment for database employees
- Conduct counselling to employee who need
- Supervise subordinate and other team who related with recruitment process
- Build good communication and team work to all department and user

Achievement:

- From Oct 2016 – 2018 → Success hiring total more than 10.000 employees with average lead time less than 3 weeks.
- Conduct mass selection process with more than 4.000 jobseeker in one time

Business or sector Manufacturing – Toys

2010 – 2016

Trainer / Facilitator / Observer – Training

Project Based

- Deliver knowledge or conduct games or simulation to trainee
- Do a psychological observation during training and make report
- Both indoor and outdoor training
- Design, execute, and evaluation of training

2007 – 2018

Evaluator / Interviewer / Tester / Observer / Scorer – Psychological Test

Project Based

- Conduct psychological assessment and psychological test administration
- Assessment and test for various selection process or placement in various company
- Make psychological report and recommendation

Curriculum Vitae

- 2015 – 2016 **Educational Counsellor**
Detection – ION's International Education
- Conduct psychological assessment and psychological test administration for student (elementary school until senior high school)
 - Conduct educational counselling to student and parents
 - Make monthly report of counselling process

- 2014 – 2016 **Psychologist Internship**
Internship Program from Master Degree of Psychology Profession
- Under supervision a psychologist, give psychological services to clinical clients
 - Intake data, conduct clinical psychological assessment, make clinical psychological report
 - Give counselling and also treatment or therapy
 - Do clinical observation to patient in RSJ Dr. Radjiman Wediodiningrat
 - Present case conference

EDUCATION

- 2013 – 2016 **Padjadjaran University**
Master Degree of Psychology Profession
Majoring Clinical Psychology
GPA : 3.84



- 2006 – 2012 **Padjadjaran University**
Bachelor Degree of Psychology
GPA : 3.26

TRAINING & COURSE

- 2021 **Revolution Mind Indonesia**
Talent Management Professional Certification

- Adaro Services - PT. Saptaindra Sejati**
- Organization Development & Talent Management
 - Recruitment Management
 - Industrial Relations Management
 - Learning & Development Management

- 2019 **Korn Ferry**
Workshop - Organization Development

- Biro Konsultasi Psikologi Dwipayana**
Workshop – Pengembangan Keterampilan Berpikir Diagnostik

- PPM Managemet**
Assessment Center Assesor Certification

- 2016 - 2017 **PT. Mattel Indonesia**
- Behavior Event Interview Technique
 - Time Management for Effectiveness, Efficiency, and Productivity
 - Prioritization Skills for Success
 - Planning for Training Delivery, Evaluation, and Support
 - Effective Negotiations
 - Key Performance Factors for Effective Teams
 - Managing Stress
 - Managing Change Effectively
 - Identifying How to Develop Training Programs
 - Effectively Managing Conflict
 - Total Quality Management
 - FCPA Training

Curriculum Vitae

REFERENCE

- EY Eka Kurniawan (Available upon request)
 - Head of HR at Edotco Group
 - Ex-Organization Developoment & Talent Management Department Head at PT. Saptaindra Sejati
- Ratih S.C (Available upon request)
 - Organization Developoment & Talent Management Department Head at PT. Saptaindra Sejati