

REZA FAZAN DIHAQ

Industrial and Organizational Psychologist who interested in pursuing a career in Mining Company. Passionate in the Human resources field, self-driven, highly adaptive person, able to work as a team, and result-oriented person

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EDUCATION

MASTER OF INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGIST, FACULTY OF PSYCHOLOGY AHMAD DAHLAN UNIVERSITY, **SEPT 2019 – JAN 2023**

- GPA 3.86 out of 4.00.
- Had an internship in manufacturing industry and psychological assesment bureau

BACHELOR OF PSYCHOLOGY, FACULTY OF PSYCHOLOGY AHMAD DAHLAN UNIVERSITY, **SEPT 2014 – OCT 2018**

- GPA 3.51 out of 4.00 Cumlaude Class of 2018.
- 2nd place in Psychology debate and achieved as the best speaker

WORK EXPERIENCE

HR RECRUITMENT & PEOPLE DEVELOPMENT GROUP LEADER, PT HASNUR RIUNG SINERGI, **JUL 2022 – NOW**

- Handled End to End Recruitment for Staff & Non Staff (Mechanic and Operator Heavy Equipment) on daily basis
- Monitored Recruitment & Development Operational Budget
- Managed Man Power Planning
- Provided data for People Development program
- Analyzed Individual Development Plan through Training Need Analysis
- Monitored Departement's Key Performance Indicators weekly, monthly and Yearly
- Coordinated with all department about Organizational Development in PT. HRS Jobsite AGM
- Responsible for employee's promotion, mutation, and demotion process
- Prepared new employees contract agreement and onboarding process
- Supervised and consolidated with all departement heads for employees Performance Management
- Coordinated and supervised administration of manpower database for 920 employees

HUMAN CAPITAL INTERN, PT KALBE MORINAGA INDONESIA, **AUG – DEC 2021**

- Handled organizational level assesment for organizational development
- Revised and updated more than 50 Job Descriptions within one week.
- Co-Created a scoring template for CSI & ESI survey
- Created supervisor level technical and management system competencies
- Upgraded departmental competencies 360 data for performance appraisal
- Revised and Created analysis report for 8 Work Instructions, 5 Clauses, and 3 SOP internal Recruitment & Training Division.
- Facilitated employee's internal and in house training, Updated Training System on HRIS, and Composed Work Instruction for In House Training

ACTIVITIES

- Handled Fresh Operator Development Program Batch III PT. HRS Jobsite AGM as Person in Charge for Recruitment & Selection
- Managed an Improvement for HCGS Departement PT. HRS Jobsite AGM as a leader
- Publicized an article about Organizational Commitment on National Journal
- Solved Hiring & Training issues and come up with solution (Recruitment Work Instruction & Co created TNA & Individual Gap Analysis)

SKILLS

- Organizational Development
- Training Need Analysis
- Psychotest Tools (Operational and Full report)
- Basic Microsoft Office for Working
- Recruitment & Selection
- People Development
- Performance Management
- Man Power Planning
- Spoke Bahasa & English (Toefl 525, Modest User)
- BEI Interview