

RENATA AYU HANIYAH

LEARNING & DEVELOPMENT

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PROFILE SUMMARY

As a results-driven HR professional with over 5 years of experience in the HR field. Creating a progressive and productive work environment that supports both employees and the organization has been part of my passion. My expertise includes talent acquisition, employee relations, training & development, and people development. Familiar to formulate TNA (Training Needs Analysis) and using Talent Development Assessment Tools daily. I am excited to join a team with new insight and knowledge, also shares my values and to contribute to the success of the organization through effective HR strategies and practices.

TECHNICAL SKILL

- Recruitment Strategies
- Talent Acquisition
- Social Media
- Microsoft Office
- Computer Proficiency
- TNA (Training Needs Analysis)
- Training Program Development

WORK EXPERIENCE

Learning and Development Supervisor

PT Daya Intiguna Yasa (MR DIY)

August 2023 - Present

1. End-to-End L&D Process

- Collaborated to formulate TNA annually for 15 (fifteen) departments and categorized for staff level - Manager level
- Structured monthly training programs for technical and soft skills to 15 (fifteen) departments and conduct training 4 days a week
- Creating and developing learning module for soft-skill and technical topics
- Delivering training online and in-class training with minimum duration 5 hours a day
- Conduct pre and post training assessment for participants and reporting to superiors
- Actively collaborate to search until reach agreement with training external vendors to deliver training for the company

2. Responsible for Developing the MT Program

- Handling for class scheduling until assessment for the MR DIY MT Program currently for 5 (five) batches
- Delivering class and team activities for MT students weekly and monthly including preparing OJT (On The Job) Training class and module for MT students

Recruitment Specialist

PT vivo Mobile Indonesia

April 2022 - August 2023

1. Implement full-cycle recruiting strategy

- Handle recruitment process for more than 5 (five) departments' demand based on the tight timeline
- **Sourcing and Screening;** Placed advertisements in 3 (three) different platforms, evaluated applicant credentials, and pre-screening assessments
- **Selecting;** Increasing efficiency to assists the interview process, conducting interviews with direct user, managers, and directors
- **Hiring and Onboarding;** Collaborates with the hiring manager during the offer process, identifying and negotiating salary ranges or incentives. Handling onboarding process and completion of paperwork from new employees and closing the vacancy and achieve more than 50% hiring rate

2. Handling contract extension for contract-based employees

- Managing contract extensions from more than 5 different departments and job positions every month
- Maintaining contract signing with 100% accuracy to indicate their agreement to the terms and conditions outlined in the document

Training and Development Specialist

PT vivo Mobile Indonesia

September 2018 - April 2022

1. Responsible in handling end-to-end training process

- Worked with central management to identify, plan, align, and address training needs from 13 (thirteen) divisions inside the department
- Mapping, create, and implement TNA (Training Needs Analysis) for 13 (thirteen) different divisions
- Compile training handbook and related course materials for 13 (thirteen) divisions inside the department
- Conducted training and workload assessment that **led to 80%** of knowledge improvement

2. Handling people development strategy

- Formulated and implemented a customized training program for 100+ employees inside the departments, decreasing the skill gap by 20% and increase job satisfaction by 30%
- Maintaining to structured the learning materials, list of trainer, training timeline, and assessment method
- Conduct training based on timeline and held the assessment process for 15+ positions

EDUCATION

Telkom University

August 2014 - March 2018

Bachelor of Business Administration

Focus Majoring in **Human Resource Management**

- Thesis Title "The Impact of Job Promotion towards Employee's Work Motivation at Plasa Telkom Bandung"
- Best Academic Graduates of Faculty Communication and Business

ACCOMPLISHMENT

- Best 3rd Certified Trainer of TTT (Train The Trainer) Program for the company level.
- Successfully developed new variety of test for the recruitment process to increase the quality of number of new employee's incapability **led to 80%**
- Achieved closing vacancy **more than 50%** every months with tight timeline and completing the task with accuracy and efficiency

CERTIFICATION

November 2020	Certified trainer of TTT (Train The Trainer) Program (Company Level)
February 2023	Certified Instructional Design Foundations and Applications, University of Illinois by Coursera
February 2023	Certified Hiring Practices, University of California Irvine by Coursera

LANGUAGES

English

Speaking	Professional Proficiency
Listening	Professional Proficiency
Writing	Professional Proficiency

Bahasa Indonesia Native