

CURRICULUM VITAE



Indah Fitrian,S.Psi

Jln. Anoa 1 No.14

**RT.01/RW.08 Kel. Cibodas
Kec. Cibodas Baru Tangerang**

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PERSONAL DATA

Name : Indah Fitrian
Place/date of birth : Jakarta/ November 16th, 1989

EDUCATIONAL BACKGROUND :

2007 – April 2012 Psychology Department of Tarumanagara University, Jakarta , Indonesia. GPA 3.19

EXPERIENCES :

Januari 2024 – Present, Head of Human Capital & Legal (HC & Legal Department) at PT. Pabrik Cat Dan Tinta Pacific (Pacific Paint).

Juli 2016 – Januari 2024, Supervisor of Talent Management (HCGA & Legal Department) at PT. Pabrik Cat Dan Tinta Pacific (Pacific Paint).

Responsible for Head Office & branches in Indonesia (>500 employee).

The Jobs scope of my responsible :

1. Recruitment

- a) Man Power Planning
- b) Job posting, Screening
- c) Interview (up to GM Level)
- d) Psikotest & Psikogram
- e) Salary Negotiation
- f) Campus Hiring & Job Fair

2. Training

- a) Induction Training

- b) Training Need Analysis
- c) Design Program Training
- d) Trainer
- e) Facilitator & Evaluator

3. People Development

- a) Counselor
- b) Job Analysis & Evaluation
- c) Performance Appraisal
- d) Promotion, Demotion, and Mutation/Rotation.

4. Compensation & Benefit

- a) Payroll
- b) Salary Structure (max level spv)
- c) Bonus

5. HR Generalist

- a) Job Contract
- b) Termination
- f) Employee turnover

September 2014 – Juli 2016 Corporate Recruitment Specialist, at PT. Pan Brothers,Tbk & Group (> 5000 employees)

Job Description:

1. Psychological Test; Tester & Skorer. IST, TIU5, APM, SPM, Kraepelin, Pauli, MSDT, Papikostik, DISC, Gravis Test (DAP, BAUM, HTP), and FGD (focus group discussion).
2. Psychological Report (Psikogram).
3. Person in charge of Counselling and Coaching Employer up to GM level.
4. Training
5. Assessment for mapping, and promotion
6. Screen applicants for basic compliance with position qualifications (includes headhunt)
7. Recruitment process for expatriate
8. Scheduled and interview candidates up to GM level (includes expatriate).
9. Facilitate the implementation of user interview.
10. Conducting confirmation, salary and remuneration negotiations with candidates who pass the selection.

11. Regularly consult with management about man power planning fulfilment to each department.
12. Canvassing in job fair, talent fair, and campus hiring.

Report to Manager of Recruitment and People Development.

**Mar 2014 - Sep 2014 Recruitment Staff PT. Mitra Surya Eratama
Packaging**

Report to HRD & GA Manager

Job Description:

1. Psychological Test (tester & scoring)
2. Make Psychological Report (Psikogram)
3. Screen applicants for basic compliance with position qualifications
4. Schedule and interview candidates
5. Conducting confirmation, salary and remuneration negotiations with candidates who pass the selection.
6. Documenting all necessary documents includes background check.
7. Regularly consult with management about man power planning fulfillment to each department.

Feb 2013-Mar 2014 Management Trainee at Panin Bank,Tbk.

**2011-2012 A Student Thesis (Assistant Psychologist) at
Rumah Sakit Kanker Dharmais, Jakarta.**

Job Description:

1. Assist psychologist to provide psychotherapy to individuals, parents, families and children (include administration procedure).
2. Make consultation report (written records of clients behaviors)

Best Regards,

Indah Fitrian