

# Hanafi

Human Resources | Talent Acquisition

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## PROFILE

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Bachelor's degree graduate in Human Resource Management (Cumlaude) with hands-on experience in **end-to-end recruitment and talent acquisition**, including candidate sourcing, screening, interviewing, and HR-approved hiring decisions. Supported by strong people management and communication skills gained from **9 years of leadership experience within Indomaret Group (PT Indomarco PrismaTama)** in structured, SOP-driven environments. Well-prepared to contribute as a Talent Acquisition professional in people-intensive and service-oriented organizations.

## EDUCATION

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### Bachelor's Degree (S1) in Human Resource Management

STIE PGRI Dewantara, Jombang

September 2018 – October 2022

GPA: **3.65 — Cumlaude**

#### Relevant Coursework:

Human Resource Management, Performance Management, Industrial Relations, Compensation & Benefits Management, Business Law

## CORE COMPETENCIES

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### HR Technical Skills

- End-to-End Recruitment
- Talent Acquisition
- HR Administration
- Performance Management (KPI & OKR)
- Employee Onboarding

### HR Soft Skills

- Attention to Detail
- Stakeholder Communication
- Coaching & Feedback
- Conflict Management
- Time & Priority Management

### Tools & Systems

- Microsoft Excel (Advanced)
- Google Workspace
- Job Portals (LinkedIn, JobStreet)
- Office Suite (Word, PowerPoint)
- Design Tools (Canva, Photoshop)

## Work Experience

**X Team Gym Indonesia (Multi-Branch Fitness Center) | Januari 2026 – Present**

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### HR Intern

- Managed **end-to-end recruitment process** through company job portals (JobStreet/SEEK), including **CV screening, candidate tracking, interview coordination, and hiring documentation**.
- Led **structured interviews** for shortlisted candidates, supported by HR as observer, and documented interview outcomes.
- Developed **Behavioral Event Interview (BEI)** questions based on DISC assessment results to validate candidate attitude and work behavior.
- **Collaborated with HR** in post-interview evaluations to determine candidate progression or rejection decisions.

## PT Indomarco Prismatama (Indomaret Group) | April 2016 – June 2025

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### Chief of Store (People & Workforce Management) | 2019 – 2025

- Managed and led **operational teams (±6–8 staff per unit/store)** across multiple store locations, including task allocation, attendance, and workforce scheduling
- Conducted **performance monitoring (KPIs)** and coaching & feedback sessions to support employee development
- Handled **employee relations**, including internal conflict resolution and coordination with area management
- Managed **employee-related administration**, including attendance records, overtime, and staff documentation
- Ensured compliance with **company SOPs**, operational standards, and service quality

#### Career Path:

Store Crew (2016–2017), Merchandiser (2017–2018), Senior Store Leader (2018–2019)

## NON-FORMAL EDUCATION & CERTIFICATIONS

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### Intensive HR & Talent Acquisition Bootcamp

Eduwork | December 2025 – January 2026

- **Core HR Competencies:** End-to-End Recruitment (Tech & Non-Tech), CV Review, Interview Roleplay, SOP Job Description, KPI & OKR Performance Management
- **Legal & Administration:** Industrial Relations (Omnibus Law & Job Creation Law), Drafting PKWT/PKWTT & Offering Letters, HRBP Function, HRIS
- **Operational HR:** Personnel Administration (Edabu), BPJS Health & Employment

### HR Competency Certification (HR Staff Level)

National Professional Certification Board (BNSP) | Valid until 2025

### Professional HR Training

- **HR Administration** (Employee Administration Management)– Kelas.Work (2026)
- **Talent Acquisition: Advanced Recruiting, Workforce Planning & Employer Branding** - Mekari University (2025)
- **Recruitment Staff Online Training** (Batch 16) - Quantum HR Indonesia (2025)
- Certificate of Skill Specialization **Human Resource Fundamental** – MySkill (2025)
- Certificate of Course Completion **Talent Acquisition** – MySkill (2025)

### Supporting Skills & Additional Courses

- **Data Processing & Analysis with Excel** (Complete Series) - ITBOX (2025)
- Preparing Data for Analysis with Microsoft Excel - authorized by Microsoft and offered through Coursera(2025)
- **Preparing to Manage Human Resources** - Coursera (University of Minnesota, 2025)
- Basic **Public Speaking for Professionals** - Brainbox Academy Kelas.Work (2026)
- **Microsoft Office Desktop Training** — Trust Training Partner (2022)

## LANGUAGE PROFICIENCY

- English: **Advanced** — TOEFL ITP Score **537**