

AIRA RAMADANI

HR MANAGER

PROFESSIONAL SUMMARY

I am a HR Manager specialist who has 5 years' experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies, implementing systems for managing staff benefits.

CORE COMPETENCIES

- Headhunting experience
- Familiar with HR analytics tools
- High Interviewing skills
- Strong networking and communication skills
- Managing offboarding employees
- Proactive, initiative, creative and engaged

EXPERIENCE

Lead Recruiter

Ginyard International Co.

2021-NOW

- Develop and update job descriptions and job specifications
- Post Ads on different hiring websites, Facebook, Instagram another hiring platform
- Review Candidates
- Schedule Interviews for HR
- Provide Feedback about candidates to HR

HR Assistant/ Recruiter

Larana. Inc.

2020-2021

- Performing Full Life Cycle Recruitment
- Cooperate with freelance recruiters and agencies
- Ensuring a steady flow of candidates for open positions
- Work on employer brand together with Employer Brand Manager



CONTACT INFO

Email: airaramadani@hseprime.com

Website: www.hseprime.com

Social media: [@info.hseprime](https://www.instagram.com/info.hseprime)

Address: Kemang Selatan - DKI

Jakarta

EDUCATION

Bachelor Business Administration

Borcelle University | 2015-2019

3.85/4 GPA

Master HR Management Business

Business Academy | 2019-2021

3.85/4 GPA

Postgraduate Certificate | 2019

Certificate in core HR functions

AWARDS

Best Outstanding Employee
of The Year (2021)

Best Outstanding Employee
of The Year (2020)