

Soraya Faradilla S.Psi, MM

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Top Skills

1. Human Resources Business Partner - 5 years in HR generalist roles and Certified HR Supervisor by BNSP
2. Shared Service - 6 years in shared service/personnel welfare roles
3. Organization Development - 2 years in Organization Development roles
4. Talent Development - 2 years in Organization Development roles. Certified Trainer of Training and Coordinator of Apprentice by BNSP
5. Corporate Communication - 3 years in corporate communication roles

Digital Skills

1. Video Production Tools (Filmora, Kinemaster, VN, Powerdirector, Powtoon, Videoscribe, Screen-O-Cast)
2. Collaboration Tools (Ms. Teams, Google Workspace, Webex, Zoom)
3. HRIS System (InHouse HRIS, LinovHR, Sunfish, GreatDay)
4. LMS (Moodle, Udemy, Linked-learning, Future Learn, Qubisa, CIAS)
5. PMS (Talentlytica, GreatDay)
6. Gamification Tools (Quizizz, Kahoot, Wordwall, Educandy)
7. Task Management (Trello, Toogl)

Work Experience

PT. Wowrack Indonesia

Organization & Training Development Lead, February 2021 to present
Surabaya, East Java, Indonesia

Evaluate and identify opportunities to increase team and organization efficiency and effectiveness across departments. Works collaboratively with the organization (departments/functional) leaders to develop and implement OD solutions and programs in addressing and resolving challenges.

Started with Wowrack Employee Engagement Survey as my initiative, it has given EES's score is 80,4%. To improve the score, I manage performance management through create a proper cycle and socialize to the employees. After hearing the employee's need, 7 WOW-Class (soft skill training program) has been held in 5

months with 62 participants and got 4.7 for employee satisfaction rate.

Help to increase 50% followers in Instagram @lifeatwowrack for the employer branding strategy. Also, Competency-Based Internship Program has been held with 4 interns from local and international students and join collaboration with reputable universities. Manage corporate communication through Appreciation Day, WOW-Talks events, Announcement Email Blast, and Workplace apps as the employee's freedom of speak platform.

PT. Borwita Citra Prima

Organization & Talent Development Supervisor, September 2018 to January 2021
Surabaya, East Java, Indonesia

Handle HR Transformation from Centralize-Based HRIS to Self-Service Based HRIS and helps the organization to increase 55% HRIS employee data updates. Helps the organization to get a 95% attendance average rate by using a new cloud-based system. 25% better than fingerprint system.

Prepare succession pipeline through Management Trainee Program and successfully graduate 22 trainees in 2018 - 2020, Onboarding Program for new employees and got 4.5 satisfaction average rate, Competency-based Internship Program and successfully graduate more than 80 interns in 2019-2020 and initiative leadership development program to supervisor level in 2020.

Initiate and build Corporate Communication through HRIS, announcement email, social media, and intranet channel also create employer branding strategy through social media (Linked-in, Instagram, Facebook).

Initiate and build the blueprint for Performance Management System to help the process of Performance Management Cycle (Yearly Performance Appraisal, Periodic Performance Review).

Strategic partner for internal stakeholders (Managers, Senior Managers and Management Committees) and successfully increase 5% of Employee Engagement Survey's score in 2020.

PT. Borwita Citra Prima

HR Shared Service Supervisor, November 2017 to September 2018
Surabaya, East Java, Indonesia

Analyze headcount database to track attrition rate and attendance rate monthly. Routinely handle uniforms, health, safety, wellness, accidents and insurance of employees. Ensure compensation and benefit payment to employee and vendors also handle outsourcing invoice to paid on-timely.

The first function is keeping database of employees in HRIS (Human Resource Information System) is available and updated. Through judgment and knowledge of HR organization, policies, process and systems to handle issues independently or redirect client to other HR functions, as appropriate. Give recommendations for continuous performances and corrective measures.

PT. Wismilak Inti Makmur, Tbk

East Regional PGA Supervisor, December 2015 to September 2017

Semarang, Central Java, Indonesia

Conducting start recruitment to exit interview. Giving induction training to the new employees. Administer compensation and benefit according to applicable procedures / policies. Analyzing attendance data, controlling man power plan, employee data records and data turn over. Supporting day to day people operation.

PT. Century Bearindo International

HRGA Staff, December 2012 to November 2015

Surabaya, East Java, Indonesia

Conducting start recruitment to exit interview. Giving induction training to the new employees. Administer general affairs, compensation and benefit according to applicable procedures / policies. Analyzing attendance data and employee data records. Supporting day to day people operation. Manage annual and regular legal documents.

Education

2021, Universitas Dr. Soetomo, Master of Human Resources Management, GPA 3.89

2016, Universitas 45 Surabaya, Bachelor of Psychology, GPA 3.18

2009, LP3I Sidoarjo, Secretary, GPA 3.41

Achievement

2017, Above Beyond Call of Duty Awards, by PT. Wismilak Inti Makmur, Tbk

2019, Best Learning & Development Strategy, by Universitas Airlangga

2020, Best Performance Management, by Universitas Airlangga