

Abdi Sugilar

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Summary

Fresh graduate in Psychology with hands-on internship experience in Human Resources and applied psychology. Skilled in HR administration, recruitment and selection, data management, and interpersonal communication. Strong interest in talent acquisition and organizational development, with a proven ability to work effectively, manage teams, and support end-to-end HR processes.

Education

Bachelor of Psychology | Gunadarma University

Sept 2022 - Aug 2026

Work Experience

Freelance Psychological Assessment | Rajawali Counseling Indonesia | Depok

July 2026 - Present

- Administered psychological assessment services (psychotest) for more than 7 schools across Jabodetabek and conducted scoring of the completed psychology test instruments.

Intern at Biro SDM | Kementerian Koordinator Bidang Hukum, Hak Asasi Manusia, Imigrasi, dan Pemasyarakatan Republik Indonesia | Kuningan, South Jakarta

July - Sept 2026

- Assisted with employee data administration and personnel documentation within the HR Bureau (Biro SDM), prepared meeting minutes and follow-up notes for internal meetings, and contributed to strategic issue analysis with Deputi HAM to support policy formulation

Laboratory Assistant of Psychology | Gunadarma University

Feb 2025 - Feb 2026

- Successfully tutored and mentored students across 18 practicum classes.
- Evaluated student reports and managed grading using Microsoft Excel

Head Department Human Resource Development | Internship Tatajiwa | Remote

June - Oct 2024

- Successfully led end-to-end recruitment process (screening, interviewing, training, onboarding)
- Managed team performance across 7 divisions through monitoring and feedback

Staff Human Resource Development | Camaba Ambis | Remote

Apr - June 2024

- Executed recruitment processes including CV screening and candidate coordination
- Successfully managed employee database and handled internal conflict resolution
- Conducted staff satisfaction surveys and analyzed results for improvement

Certifications & Achievements

• BNSP Certification - Pengelolaan Proses Pembelajaran dan Pengembangan SDM	2026
• Best Leader - HRD Department Internship at Tata Jiwa	2024
• SPSS For Psychology	2025
• Training on Learning and Human Resource Development	2025
• Recruitment and Selection Process Training	2025
• Training in Arranging Learning and Development Needs and Organizational Structure Charts	2024
• Basic Communication and Presentation Skill	2023

Skills

- HR Skills: Training, Recruitment & Selection, Interviewing, Employee Engagement, Performance Monitoring
- Technical Skills: Microsoft Excel (IF, COUNTIF, VLOOKUP, XLOOKUP, Sorting, Filtering, Functions), Microsoft Word, Microsoft PowerPoint, IBM SPSS, Google Workspace (Docs, Sheets, Slides), Google Forms, AI Tools, Canva, CapCut

Languages

Indonesian: Native | English: Intermediate