



Haikal Kayana Ari

Technical Administrator

Enthusiastic learner with a creative mindset and passion for connecting with people. Detail-oriented, adaptable, and eager to contribute fresh ideas in dynamic environments. Over the past year, I've consistently invested in Bitcoin using DCA, learned crypto trading basics, analyzed charts, and followed macro news to understand market trends. Actively seeking opportunities to apply my skills, grow with industry experts, and make a meaningful impact.

Contact

Phone

+62 857-7660-0226

Email

arihaikal991@gmail.com

Address

Komplek Bumi Pusaka Cinere
Jln Bumi 4 Blok C No 56 Depok

Education

2020 - 2024

Degree in Business Management
Majoring in Human Resources
UNISEL

2019- 2020

Foundation TESL
UNISEL

Expertise

- Emotional Intelligence
- Creativity
- Persuasion
- Active Listening
- Market Research
- Data Analysis

Language

English (Fluent)

Indonesia (Native)

Experience

○ September 2024 - Now

Cipta Coleman Asia I TB Simatupang, South Jakarta

Technical Administrator

- Support facultative to create offering slip to send in for reinsurance company
- Rechecking offering slip from insurance
- Help identify what needed to correct in offering slip
- Assist facultative team for whatever work they have

○ August 2023 - Now

Self Driven I Depok

Crypto Investment and Analysis

- Invest in Bitcoin using dollar-cost averaging (DCA) for over a year
- Learn trading fundamentals and basic chart analysis
- Follow macroeconomic news to assess market trends
- Continuously developing skills to understand crypto market behavior

○ August 2023 - December 2023

Hexamatics Business I Petaling Jaya, Malaysia

Talent Acquisition Intern

- Sourced and screened candidates for specific job openings, using a variety of methods including online job boards, social media, and networking
- Reviewed candidate resumes and cover letters to assess their qualifications and fit for the role
- Conducted initial phone interviews to screen candidates and schedule follow-up interviews
- Coordinated interviews with hiring managers and other stakeholders
- Submitted candidate resumes and cover letters to hiring managers for review and approval
- Followed up with candidates and hiring managers to keep them informed of the interview process
- Assisted with onboarding new hires

○ January 2022-January 2023

Pos Laju I Shah Alam, Malaysia

Logistics Packaging Specialist

- Efficiently wrapped and secured packages, utilizing industry best practices to minimize the risk of damage during transit
- Ensured accurate labeling and documentation for each shipment, facilitating smooth handling and delivery
- Conducted quality checks on outgoing packages, adhering to strict standards and ensuring compliance with company policies

Dengan ini disahkan bahawa
It is hereby certified that

HAIKAL KAYANA ARI

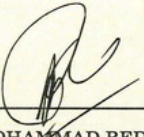
telah memenuhi segala syarat yang diperakukan oleh Senat
dan layak dianugerahkan
*has fulfilled all the requirements that have been endorsed by the
Senate and is qualified to be awarded*

IJAZAH SARJANA MUDA PENGURUSAN SUMBER MANUSIA (KEPUJIAN)
BACHELOR OF HUMAN RESOURCE MANAGEMENT (HONOURS)

KEPUJIAN KELAS KEDUA (RENDAH)
SECOND CLASS HONOURS (LOWER)

pada **21 SEPTEMBER 2024**
this 21st SEPTEMBER 2024





PROF. DATO' DR. MOHAMMAD REDZUAN BIN OTHMAN
Naib Canselor / Vice Chancellor



ROKMAA BINTI HAJI MAT
Pendaftar / Registrar





4th July 2024

CERTIFICATE OF EMPLOYMENT

We hereby confirm that Haikal Kayana Ari was employed with Hexamatics Servcomm Sdn Bhd. Below are the Employment Details.

Position : Talent Acquisition Intern
I/C No. : X1101722
Join Date : August 7, 2023
Last Day : December 31, 2023
Reporting Manager : Recruitment Lead

Should you need any inquiries, please do not hesitate to contact the undersigned.

Thank You.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Clarisse Ramirez", written over a dotted line.

CLARISSE RAMIREZ
Sr. Human Resources & Admin Executive