



# Ester Pascalia, M.Psi, Psikolog

Industrial and Organizational Psychologist

## ABOUT ME

I'm a Industrial & Organizational Psychologist. Experienced End to End Recruitment Process, Interview Candidates (BEI & CBI), Psychological Assessment, Counseling, Psychogram Report, Organizational Development, and People Development. I'm also experienced as a Document Controlled who handle document (SOP, IK, etc), and record control based on Quality Management System ISO 9001:2015.

## WORK EXPERIENCE

● August 2022 - Present  
PT. Kelola Hijau Sukses (Member of Agung Podomoro Group)

### Head Of Human Resources & Doc. Controller Section

- Fulfilling the Company's recruitment needs in accordance with the required MPP.
- Make a Job Analysis
- Implementation of Training (Internal, external)
- Implementation of Company Activities (Gathering, Orientation)
- Process employee Performance Appraisal (probation, contract period, annual)
- Report (Recruitment Monitoring, MPP, Training Activities)
- Perform document and record control based on ISO 9001:2015
- Monitoring Implementation of Internal and External Audits (Quality Management System ISO 9001:2015)
- Monitoring Process Correction and Prevention Requests

● 2021 - 2022

PT. Dwi Prima Rezeky

### Document Controller & Regulatory

- Controlling Documents (IK, SOP, CheckSheet, etc.) from each section.
- Representing Top Management during external audits (ISO, BPOM and SNI).
- Conducting Internal Audits.
- Conduct product licensing regulations, especially PKRT distribution permits through the Ministry of Health.
- Make a KPI and KPI evaluation for all department
- Redesign Jobdesc for head department

### Psychology Work Practice

- Carry out the transfer process for employees during probation
- Conducting an analysis of the Potential Review on Employees.
- Conducting assessments to all section heads
- Conducting Training Need Analysis (TNA) for the needs of production employees.
- Creating a training material module "Discipline in the Use of Personal Protective Equipment".
- Assist in the implementation of K3 Training.
- Conducting Organizational Analysis related to Occupational Safety and Health (K3).
- Make HSE Handbook.

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📍 Pabuaran, Bojong Gede  
Depok

🌐 Ester Pascalia

## EDUCATION

### Magister of Psychology

Gunadarma University

2020 - 2023

### Bachelor of Psychology

Gunadarma University

2015 - 2019

## EXPERTISE

BEI & CBI

Psychological Assessment

Counseling

Analyze

Project Planning and Coordination

Basic editing Video with Adobe  
Premier



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## WORK EXPERIENCE

2020

PT. Bina Talenta

**Recruiter**

- Become a tester and interviewer
- Scoring psychological test kits
- Make a recapitulation of candidates

2019

PT. Sumberdaya Dian Mandiri

**Recruiter**

- Become a tester and interviewer
- Calling candidates
- Scoring psychological test kits
- Make a recapitulation of candidates

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