

Muhammad Alifi Faiz

Human Resources

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📍 South Jakarta, Indonesia

SUMMARY

Have experience in Human Resources and General Affairs, mainly in recruitment, employee administration, and office facility management. Involved in HRIS implementation from planning to execution, as well as handling WLKP and RPTKA processes and supporting the preparation of Company Regulations. Used to conducting site visits to branch offices and maintaining good employee relations across all levels.

EXPERIENCE

HR Operations, Organization Development & Recruitment Officer

02/2025 - Present

PT Hasfarm International (Hasfarm Group)

- Developed organizational structure through job descriptions (± 40 –60 roles), job evaluation, and job grading to ensure a fair and competitive hierarchy.
- Led performance management (KPI/OKR), learning & development, and employee engagement programs to enhance productivity and talent readiness.
- Spearheaded HRIS implementation, improving data accuracy by $\pm 40\%$ and administrative efficiency by $\pm 30\%$.
- Managed employee relations strategically, reducing escalation cases by $\pm 20\%$.
- Prepared and analyzed HR reports to support data-driven decision making and workforce planning.
- Managed end-to-end recruitment for ± 30 –50 positions annually, reducing time-to-hire by 20–30%.
- Developed and updated Company Regulations, ensuring approval within ± 1 –2 months.
- Coordinated RPTKA processes for foreign employees with 100% on-time completion.
- Conducted routine site visits (± 1 –2 times/month) across West Java, East Java, North Sumatra, and Southeast Sulawesi to ensure HR policy alignment, compliance, and operational effectiveness.
- Ensured 100% compliance in HR administration, including WLKP reporting.
- Partnered with headhunter agencies to fill strategic roles with a $\pm 90\%$ hiring success rate.

Human Resources & General Affairs Staff

10/2023 - 09/2024

PT Graha Artha Kencana (Citra Swarna Group)

- Handled onboarding and HR administration for ± 100 –150 employees.
- Administered attendance, overtime, leave, and claims with accurate processing.
- Prepared schedules for ± 10 –25 operational staff and ensured smooth operations.
- Managed ATK procurement (± 50 requests/month) and office facilities.
- Compiled operational reports and coordinated with 3–7 vendors.

Tax Internship

06/2023 - 10/2023

PT Elite Prima Utama (Pakuwon Group)

- Performed filing and documentation of NTPN (Tax Payment Identification Numbers).
- Scanned and verified tax payment receipts in accordance with the Income Tax Payment Statement.

HRGA Internship

07/2022 - 09/2022

PT Natura City Development Tbk

- Supported recruitment process (job posting, screening candidates, psychological tests).
- Assisted onboarding and new employee administration.
- Recapped attendance, leave, overtime, and employee claims.
- Calculated overtime for operational staff (drivers & office boys).
- Prepared work schedules for operational staff.
- Managed ATK stock and handled departmental requests.

EDUCATION

Psychology

09/2018 - 01/2023

University of Muhammadiyah Prof Dr HAMKA - Bachelor

- President, Student Representative Council, Faculty of Psychology, University of Muhammadiyah Prof. Dr. HAMKA (2020–2021)
- Head of Social and Political Affairs Division, Student Executive Board, Faculty of Psychology, University of Muhammadiyah Prof. Dr. HAMKA (2019–2020)
- Staff of the Ministry of Social and Political Affairs, Student Executive Board, University of Muhammadiyah Prof. Dr. HAMKA (2019–2020)
- Psychosocial Volunteer, Muhammadiyah Disaster Management Center (MDMC), Bogor (2020)

SKILLS

Google Workspace

Microsoft Office

HRIS

Problem Solving

Negotiation and Conflict Resolution

Leadership and Team Management

Time Management

Effective Communication

Flexibility and Adaptability