

Syahrul Naufal Kurnia

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PROFESIONAL PROFILE

Strategic Learning & Development Professional with proven experience in designing and executing learning strategies that enhance workforce capability, organizational performance, and business growth. Expertise in competency development, Training Needs Analysis (TNA), leadership development, and talent acceleration across manufacturing and financial services industries. Skilled in translating business goals into measurable learning solutions that drive employee performance, productivity, and organizational readiness. BNSP Certified Trainer with a strong track record of building high-performing and future-ready workforces.

WORK EXPERIENCE :

Training & Development Supervisor – PT. TVS Motor Company Indonesia

Periods: May 2026 - Present :

1. Lead implementation of Competency-Based Training (CBT) across 4 business functions, covering more than 650 employees and improving competency gap identification process.
2. Developed and managed annual training plans, training calendars, and RevEx/CapEx budgets worth IDR 700 million-1 billion annually, delivering 150+ learning and development programs based on organization-wide Training Needs Analysis (TNA).
3. Drive training effectiveness through data-driven evaluation and follow-up initiatives, maintaining 80%+ training attendance and learner satisfaction rates while ensuring over 80% of participants achieved post-training scores above 70, supporting behavioral improvement and workplace performance enhancement.
4. Ensure 100% compliance of training processes and documentation with audit requirements, supporting ISO 9001, ISO 14001, ISO 45001, IATF 16949, and TPM standards.
5. Develop and update 40+ learning modules, onboarding materials, training resources, and annual learning roadmaps to support workforce capability development.
6. Partner with cross-functional stakeholders across HR, GA, IT, and Plant Operations to drive organization-wide competency development initiatives.
7. Managed training governance and documentation systems, including SOPs, Work Instructions (WI), certification records, and training compliance documents, ensuring audit readiness across all functions.
8. Oversee DOJO learning facilities and training infrastructure, maintaining 10+ training tools, displays, and learning modules to support practical workforce development.
9. Collaborated with TVS Global stakeholders to implement leadership development programs, global campus internship initiatives, and cross-country learning projects.
10. Administered Learning Management System (LMS) for 600+ employees, enabling competency assessments, certification tracking, learning analytics, and organization-wide skill gap identification.

Training & Development Officer – PT. Daya Anugrah Mulya (Wings Group)

Periods: Oct 2023 - May 2026:

1. Coordinate and maintain competency matrices, job descriptions, and organizational structure data across 8 departments, ensuring alignment between workforce capability requirements and business needs.
2. Lead annual Employee Skill Competency Assessments for 500+ employees, identifying competency gaps and supporting targeted workforce development initiatives across all departments.
3. Develop and execute end-to-end learning programs based on Training Needs Analysis (TNA), delivering 150++ training programs annually covering technical, functional, compliance, and soft-skill development.
4. Facilitate onboarding and induction programs for 100++ new employees annually, supporting employee integration and accelerating readiness to perform in their roles.
5. Develop and update 40++ training modules, learning materials, and competency development resources in collaboration with departmental Subject Matter Experts (SMEs).
6. Support recruitment activities through candidate screening and interview processes, contributing to talent acquisition for operational and support functions.
7. Manage 500+ employee certification processes annually, ensuring workforce competency development and compliance with organizational requirements.
8. Maintain HR governance and training documentation, including SOPs, Work Instructions (WI), training certificates, competency records, and official HR documentation, ensuring audit readiness and document accuracy.
9. Monitor training effectiveness through learning evaluations, participant feedback, and assessment results, maintaining 80%+ participant satisfaction scores and supporting continuous improvement initiatives.

Learning Implementation Staff – PT. WOM Finance (WOM Finance)

Periods: Sep 2022 - Oct 2023:

1. Responsible for handling scheduled employee training programs and ensuring they run smoothly and effectively.
2. Responsible for managing the Management Trainee Program, including coordination with trainer departments, acting as a facilitator, managing pre- and post-training activities, conducting training evaluations, handling administrative matters, and processing benefit claims throughout the Management Trainee Program.
3. Develop training infrastructure and prepare requirements for both online and offline training programs.
4. Prepare training budget estimates, process vendor payments, compile pre- and post-test results, and manage training-related administrative activities.
5. Coordinate with internal departments and external parties (vendors) for upcoming training programs.
6. Help supervisor to allocate budget event of training

Staff Bagian Materi Pelajaran – PT. Pendidikan Ganesha Operation (GO)

Periods: May 2018 - Aug 2022:

1. Produce instructional materials for students.
2. Ensure that the instructional materials produced are up to date and aligned with the government curriculum.
3. Coordinate with other departments related to the production process. Ensure that the final products meet the required quality standards.
4. Perform administrative activities, including document filing, correspondence, and report preparation.

EDUCATION :

Politeknik Piksi Ganesha – D4 Informatic Management

2014 – 2017

SKILLS

Learning & Development Strategy • Training Needs Analysis (TNA) • Competency Management • Competency-Based Training (CBT) • Competency Assessment • Leadership Development • Talent Development • Learning Management System (LMS) • Training Evaluation • Stakeholder Management • Cross-Functional Collaboration • Training Budget Management • SOP & WI Development • Audit Compliance (ISO 9001, ISO 14001, ISO 45001, IATF 16949) • Microsoft Office 365 • Google Workspace

CERTIFICATION

1. Training Of Trainer (TOT) Level 4 – Instructure
2. Fire Fighting Class D & C
3. Internal Auditor ISO 9001 – 2015

LANGUAGE

English (Intermediate)