

ALDHIYUNFIKAR PURBO WASESO

Human Capital

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SUMMARY

A Human Resource with 6+ years of experience. Familiar with end to end recruitment process, SOP, payroll (BPJS and Coretax), training, general affair.

EXPERIENCE

PT Indo Global Karya Mulia - (Jakarta)

Industry : Mining and Hauling

HRGA Supervisor (Februari 2024 - Now)

- Recruitment (starting with the first employee)
- Support fulfillment MPP (New Project and existing).
- Handle HR Ops (Absence, leave, employee data, overtime, correspondence, SP, onboarding, offboarding)
- Create SOP, PP, Organization Structure, Jobdesc, KPI.
- Handle payroll (BPJS TK, and BPJS Kes, and Pph21)
- Handle GA purchase needs for site's & HO (Tiket, meals needs, etc)
- Reporting and inputting database.

PT XCMG Group - Jakarta, Indonesia

Industry : Automotive & Heavy Equipment Machinery (Construction and Mining).

Recruitment Specialist (Sept 2022 – Feb 2024)

- Design and post job advertisement
- Fulfillment man power for Head Office and Sites.
- Screening, invited candidates to psychotest and interview
- Coordination with manager about yearly manpower plan.
- Collaborate with stakeholders (University, Vocational school, Course institute)to increase man power resources.
- Support fulfillment for Sites (foreman, mechanic, helper, operator, welder) in all site projects (Harita Group, Bayan Resource, Vale, IMIP, IWIP, Adaro, etc).
- Support fulfilment for Sales all level starting from assistant sales to managerial level (Mining Dept., Construction Dept, and Road Machinery Dept).
- Support fulfilment for Head Office (all level in back office and mandarin speakers).
- Responsible for hiring new employees until placement is in the right position.
- Facilitate on boarding and induction training for new hires.
- Input database employee in HRIS
- Make monthly report for progress recruitment.
- Make SOP for HRD & Recruitment.
- Handling schedule plane departure tickets and preparing employee travel documents to site.

PT Sumber Alfaria Trijaya (Alfamart) – Bandung, Indonesia

Industry : Retail mini market.

Recruitment & People Development (Sep 2020 - Sep 2022)

- Design and post job advertisement
- Screening, invited candidates to psychotest and interview
- Calculating and fulfillment MPP for branch
- Mass recruitment for store, warehouse and back office (total employee : 5600, Store : 720)
- Collaborate with stakeholders (Vocational and senior high school, disnaker, and jobfair).
- Profiling for promotion employees.
- Created contract and input database in HRIS (Oracle)
- Training induction for new employees
- Make monthly report.

CV Purbayasa – Purbalingga, Indonesia

Industry : Wood Manufacture

HRGA Internship (January - September 2020)

PD Tarumartani – Yogyakarta, Indonesia

Industry : Tobacco Company

Recruitment Internship (August - September 2018)

Achievement/Project

- December 2021, Performance Management Human Capital People Development Top 5 national ranking on schale of 33 branches.
- January 2022, Alfability Top 3 national ranking on schale of 33 branches.

Education

Mercu Buana University of Yogyakarta (2016 - 2020)

Bachelor of Psychology - GPA 3.30

Language

- Indonesia
- English

Skills

- Microsoft Office (Word, Excel, Powerpoint)
- Job Advertisement Design (Canva)
- Oracle database
- HRIS Talenta
- End-to-end recruitment process
- Psychological testing
- Training & Development
- Payroll & BPJS Regulations (SIPP & Edabu)
- Pph 21 (Coretax)
- Jobdesc, Organization Structure, SOP
- KITAS/KITAP
- SMART Metrics for KPI