

Muhammad Ghazali Rizky

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Summary

Results-driven HR Manager & HR Executive with 4.5+ years of broad operational experience covering the entire HR function, from foundational HR transformation & restructuring and pre-opening workforce scaling to end-to-end HR operations. Proven capability in managing core HR pillars across F&B, tech, and public sectors—including high-volume end-to-end talent acquisition, HRIS digitalization (Talanta) for automated payroll and attendance, and structured performance management & KPI frameworks. Backed by a strong background in large-scale Learning & Development (L&D) initiatives and strict industrial relations & labor law compliance to align people operations with business growth.

Education

Udayana University, Bali

Bachelor's in Law | Graduated: 2024 | GPA: 3.8

Professional Experience

MBP Culinary Group

Jakarta, Indonesia

HR Manager

June 2026 – Present

- Corporate Transition & HR Setup: Led HR transformation from standalone stores to a centralized PT corporation, building HR frameworks from scratch for a multi-brand & multi-branch network.
- Workforce Planning & Expansion: Managed workforce planning and end-to-end recruitment, including hands-on talent sourcing, training, and team readiness for new branch pre-openings.
- Organizational Development & Culture: Executed organizational restructuring for Head Office and stores, established job descriptions, and drove culture internalization.
- Performance & Centralized Operations: Implemented measurable KPIs, monitored team productivity via task management, and consolidated centralized payroll & administration.

Sirah Naga Group

Tangerang Selatan, Indonesia

General HR Lead (Pre-Opening Team)

July 2025 – June 2026

- HR & GA Framework Development: Established pre-opening operational systems from scratch utilizing HRIS Talenta as the digital backbone to deploy efficient SOPs and workflows.
- End-to-End Talent Acquisition: Managed timely full-cycle recruitment using HRIS Talenta ATS features to hire key leadership and frontline operational staff.
- Workforce Logistics & Payroll Administration: Optimized digital shift rosters, attendance, and leave tracking via HRIS Talenta to ensure seamless and accurate monthly payroll execution.
- Performance Management & People Development: Implemented structured KPI appraisal cycles configured within HRIS Talenta to drive team productivity and professional growth.
- Industrial Relations & Compliance: Ensured full compliance with local manpower regulations and labor laws, proactively managing employee relations, company policies, and contracts to minimize legal risks.

Ministry of Environment & Forestry of The Republic of Indonesia

Jakarta, Indonesia

HR Learning & Development Coordinator - Ministry Senior Adviser Staff

May 2022 – July 2025

- National Training & Curriculum Design: Designed and executed comprehensive leadership training modules and instructional protocols implemented across 36 provinces.
- End-to-End Talent Acquisition: Managed full-cycle recruitment and onboarding for Green Leadership Indonesia, Green Youth Movement, and Green PIL, efficiently screening and processing over 1,000 applicants.
- Program & Learning Coordination: Served on the organizing committee for major educational initiatives, driving participant growth, continuous learning, and long-term engagement.
- Performance Tracking & Coaching: Established evaluation frameworks and KPIs to assess program success, while providing direct coaching to cultivate high-performing cohorts.

- HR Administration & Partner Relations: Managed day-to-day HR documentation and collaborated with key NGOs (WALHI, HuMa, KNTI) to ensure consistent, top-tier training delivery.

PT. IDStar Cipta Teknologi

Jakarta, Indonesia

HR Officer - Internship

January 2022 – July 2022

- Employee Engagement & Development: Managed internal surveys to identify workplace challenges, using the feedback to organize targeted training sessions focused on employee growth.
- Performance Management: Designed KPI surveys and supported talent reviews to evaluate employee performance and assess readiness for promotion.
- Legal Drafting & Compliance: Drafted critical HR and legal documents, including NDAs, warning letters, and Collective Bargaining Agreements (CBAs), while conducting research to ensure alignment with current labor regulations.
- Process Improvement: Developed and implemented new SOPs to streamline interdepartmental coordination and improve overall HR operational efficiency.

Leadership & Activities

Asian Law Students' Association Udayana University

Bali, Indonesia

Manager of Human Resources Development Division

January 2021 – December 2022

- Enhanced member capacity through initiatives such as ALSA Leadership Training and Member Management Training programs.
- Created SOPs to streamline coordination between divisions and event committees.
- Established ALSA Hearing, a data-driven tool to gather member feedback and evaluate organizational performance.
- Launched the ALSA Sorting program to track and categorize member engagement.

Asian Law Students' Association Udayana University

Bali, Indonesia

Project Officer ALSA Career Talk Show

April 2020 – September 2020

- Developed comprehensive project plans, including timelines, targets, and key milestones.
- Oversaw program implementation and provide regular updates to the Local Board and Board of Directors
- Successfully invited professional speakers—lawyers, diplomats, and journalists—to share career insights with over 300+ participants.
- Delivered a platform that enabled law students to explore diverse career paths and gain practical job market knowledge.

Asian Law Students' Association National Chapter Indonesia

Jakarta, Indonesia

Representative of ALSA LC Udayana for ALSA Indonesia Social Activist Team

May 2021 – March 2022

- Spearheaded national awareness campaigns on key environmental issues, researching and publishing simplified legal infographics for public education.
- Co-hosted public forums and discussions through strategic planning with NGOs, academics, and legal practitioners.
- Partnered across local chapters to organize a nationwide social program for ALSA Indonesia members.

Conferences & Forums

- Guest Speaker | Universitas Cendrawasih, Jayapura, Papua.
 - Invited as a resource person for the National Seminar & FGD: "*Climate Crisis Alarm and Youth Dialogue.*"
- National Delegate | ALSA Indonesia Represented the university at various national legal forums and leadership trainings across Indonesia, including:
 - National Seminar & Annual Congress XXVII (Surabaya) — 2020
 - National Seminar & Annual Congress XXVIII (Palembang) — 2021
 - National Seminar & Workshop (Malang) — 2021
 - Pre-Congress & ALSA Leadership Training (Bali) — 2021