

MUHAMMAD ALFATIH

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Alfatih is a HR Specialist with a demonstrated history of working in FMCG, and Pharmaceutical Manufacturing. Career objective in Talent Acquisition, Talent Management, Organizational Development, and Human Resources Business Partner (HRBP). Alfatih also thirsts for novelty, result-oriented, and teamplay player.

EXPERIENCE

PT. PHAROS INDONESIA (PHARMACEUTICAL MANUFACTURING)

Jakarta, ID

Talent Acquisition & Employer Branding – (Full-Time)

Mar 2024 – Present

- Provided HR Business Partner support to Manufacturing and supporting functions in a regulated pharmaceutical environment (R&D, Quality Control, Quality Assurance, Production, Engineering, Supply Chain–Warehouse, Business Development, Medical Affairs, IT, Project Management and Sales & Marketing).
- Led end-to-end recruitment aligned with plant and business needs, covering job analysis, strategic sourcing, assessment, interviews, offer management, and onboarding.
- Partnered with HR Director and line leaders on workforce planning and manpower fulfillment, successfully hiring 86 Staff, 13 Supervisors, 3 Managers, 2 Senior Managers, and 1 General Manager.
- Built and maintained a sustainable talent pipeline for critical and niche roles, including Pharmacists, through direct sourcing (LinkedIn Recruiter – Boolean search), JobStreet, Glints, and internal talent databases.
- Strengthened employer branding and future talent readiness through university partnerships, career fairs, and collaboration with external institutions. Assisted and recapitulated all administration from the recruitment and selection process in Pharos Indonesia.
- Ensured recruitment administration, data accuracy, and candidate records were properly maintained in HRIS, working collaboratively within a recruitment team.

LAWSON INDONESIA (RETAIL FOOD & BEVERAGES)

Tangerang, ID

Recruitment & Selection Specialist – (Full-Time)

Mar 2023 – Mar 2024

- Provided HR Business Partner support across retail operations and corporate functions, aligning people strategies with business growth and organizational needs.
- Led end-to-end recruitment for mass hiring and strategic roles, covering sourcing, assessment, interviews, offer management, and onboarding for store and head office positions.
- Partnered with GM Human Capital and business leaders on workforce planning and manpower fulfillment, successfully hiring 20 Management Trainees, 30 Coordinator Trainees, and 6 Staff across Operations, IT, Marketing, Supply Chain Management, and Legal & Compliance.
- Built and maintained a sustainable talent pipeline for retail and corporate roles through direct sourcing, social media channels, internal talent databases, and campus hiring initiatives.
- Ensured recruitment administration, data accuracy, and candidate records were properly maintained in HRIS, working collaboratively within a recruitment team.

KALBE NUTRITIONALS (FMCG)

Jakarta, ID

Talent Acquisition & People Development – (Internship)

Nov 2022 – Mar 2023

Talent Acquisition:

- Supported end-to-end recruitment processes, including job posting, sourcing, interviews, assessments, background checks, and offer letter preparation.
- Conducted proactive sourcing for Manager, Supervisor, and Staff levels through LinkedIn, JobStreet, social media channels, and internal CRM databases.
- Built and maintained talent pipelines through webinars, campus hiring initiatives, and collaboration with training institutions.
- Managed recruitment administration, data accuracy, and weekly/monthly recruitment reporting.

People Development:

- Supported organizational structure review and job architecture improvement across 13 departments to enhance workforce effectiveness.
- Assisted in developing and updating job descriptions, job specifications, and key performance indicators (KPI).
- Coordinated the preparation of Individual Development Plans (IDP) and Individual Performance Plans (IPP) with stakeholders.
- Conducted workload analysis and supported people review processes, including succession readiness and talent potential mapping.

EDUCATION

UNIVERSITAS ISLAM NEGERI JAKARTA

Bachelor of Psychology

Jakarta, ID

Aug 2018 – Aug 2022

Cumulative GPA: 3.88/4.0 (Second Best Graduate of the Faculty of Psychology UIN Jakarta (2022))

Specialization Courses: Psychometrics, Statistics, and Industrial & Organizational Psychology.

ORGANIZATIONAL EXPERIENCE

PADUAN SUARA PSIKOLOGI UIN SYARIF HIDAYATULLAH JAKARTA

General Coordinator

Jakarta, ID

Jan 2020 – Jan 2021

- Coordination center for each management division: assisted in the communication of more than 5 divisions.
- Assisted the General Chair in ensuring and reminding other administrators to complete the work program timetable on time.
- Coordinated with the Event Planner Sub-Department in determining Officials and forming committees for each event.
- Work in a team of 3 people and report directly to the Choir Leader.

BADMINTON PSIKOLOGI UIN SYARIF HIDAYATULLAH JAKARTA

Treasurer

Jakarta, ID

Jan 2020 – Jan 2021

- Handled all incoming and outgoing financial transactions on behalf of the organization.
- Prepared monthly and annual budgets while continuously monitoring expenses.
- Submit periodic reports detailing the financial situation of the organization.
- Work in a team of 3 people and report directly to the Leader.

SKILLS, ACHIEVEMENTS, & TRAINING

Soft Skills: Leadership, Result-Oriented, Adaptability, Collaboration, Conflict Resolution, Resilience, and Time Management.

Hard Skills: Corporate Recruiting, Niche Talent Acquisition, Talent Pipeline, Talent Management, People & Organizational Development, HRBP, Data Analysis, Psychometrics, Psychological Assessment, Strategic Human Resources Planning, and Employer Branding.

Achievements: Awardee of PT Bukit Asam Scholarship (2021) & Awardee of Cilandak Marine Hospital Scholarship (2021). Second Best Graduate of the Faculty of Psychology UIN Jakarta (2022).

Certifications & Training: Good Manufacturing Practice (Pharos Indonesia) Behavioral Event Interview (Lawson Indonesia), Competency-based Interview (Mekari University), Administrasi HRD (KaryaOne), Psychological First Aid (BASARNAS), Career Enhancement Program (Al Sharq Youth Indonesia).