

META KARYA JUAN

Human Resources Business Partner | HR Generalist | Senior HR Executive
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EDUCATION BACKGROUND

Bina Nusantara University (BINUS)

Bachelor Degree, Business Management (GPA: 3,57 / 4,00)

2021 - 2023

Padjajaran University (UNPAD)

Associate Degree, Communication (GPA: 3,76 / 4,00)

2015 - 2018

WORK EXPERIENCE

Ultima Asia Network

Human Resource Business Partner

Dec 2025 - Present

Business Partnering Role for 3 entity (UdaraSegar, Ultra8, Adore Asia)

- Partner with business leaders and management to provide HR advisory and people solutions aligned with business needs and organizational priorities.
- Advise business leaders on workforce planning, organizational structure, manpower requirements, role design, and talent deployment.
- Manage end-to-end Talent Acquisition, from workforce requisition, sourcing, screening, interviewing, assessment, salary negotiation, offer management, background checks, to onboarding and probation.
- Lead performance management and appraisal processes, including performance evaluation, performance improvement plans (PIP), performance targets, and performance-related actions.
- Develop employee retention strategies and frameworks, identifying retention risks and recommending appropriate interventions to improve employee engagement and continuity.
- Handle employee relations and disciplinary matters, providing guidance to managers on performance issues, corrective actions, warning letters, and other employee-related cases.
- Develop and implement HR policies, frameworks, and processes based on business requirements while ensuring alignment with applicable Indonesian employment regulations.
- Support talent management and organizational development initiatives, including employee development, capability gaps, succession considerations, and organizational effectiveness.
- Provide HR input on compensation and benefits, including salary benchmarking, offer structuring, salary negotiation, and internal compensation considerations.
- Drive HR initiatives across the employee lifecycle, including employee engagement, wellbeing, employer branding, and employee experience.
- Manage key HR operations including probation, employment contracts, HR documentation, workforce tracking, and regulatory administration.
- Oversee internal culture and employee engagement initiatives, including team-building activities, recognition programs, and incentive events.
- Provide HR recommendations and insights to support data-driven decision-making.

Ogilvy Indonesia

*Senior Human Resource Executive (*promoted)*

Recruitment & Talent Acquisition

Jan 2025 - Dec 2025

Nov 2022 - Dec 2025

- Collaborate with business leaders to identify team goals and deliver HR strategies including hiring needs, performance management processes, driving employee development initiatives, and providing guidance on coaching, mentoring, and career progression.
- Manage the end-to-end recruitment process for Ogilvy Indonesia and Bates CHI & Partners, from sourcing to onboarding.
- Negotiate offers, including base salary and benefits, and finalize candidate arrangements.
- Conduct and ensure a smooth onboarding experience for all new hires, including company introduction, coordination with the IT team for laptop setup, and office tours.
- Managed and ensured the renewal of WLKP (Company Manpower Mandatory Reporting), and handled the preparation and updates of the Company Regulations (PP), including the approval process with the relevant government authorities.

- Coordinated with external agencies/consultants for the application and renewal of VISA, KITAS, RPTKA, IMTA, and all required work documents for expatriates.
- Responsible for overseeing all HR matters for Ogilvy & Bates and serve as the single point of contact for all HR-related queries.
- Manage 360° probation reviews for new joiners and coordinate annual performance reviews in collaboration with team leaders.
- Oversee day-to-day HR administrative tasks, including preparing visa letters, employment certificates, NDAs, and maintaining accurate employee records, vacancy tracker, probation tracker, and employment status reports.
- Supervise internal HR systems and workflows to ensure employee data is properly maintained, including personal information, job history, contracts, and other key documentation, in compliance with company policies and regulations.
- Offboarding & conducting exit interviews to gather insights and feedback on the employee experience.
- Manage employee relations matters, including disciplinary actions, conflict resolution, and compliance cases.
- Assist with international mobility programs and global HR coordination.
- Handle employee insurance registration and termination processes.
- Develop and execute employee communication and engagement initiatives, including organizing both local and global events to enhance company culture and employee satisfaction.
- Serve as the key administrator of the ERP System, supporting multiple departments by overseeing account setup and changes, job number setup, and essential system operations.

Recruitment & Talent Acquisition

- Manage the full recruitment cycle for Ogilvy Indonesia & Bates CHI Partners, including negotiating offers, finalizing candidate arrangements, and handling all related administrative tasks (hiring form, offer of employment, agreement, salary proposal, etc)
- Conduct onboarding for new hires and manage resignation and clearance procedures
- Managing recruitment dashboard (Greenhost)
- Maintain vacancy tracker, new joiner names on probation & contract tracker.
- Develop and manage employee communication and employee programs, including engagement programs, office events & townhall.
- Act as the employee liaison for their questions and concerns related to the company policy and employment
- Employee Branding : Building relationships with universities and educational institutions to attract top talent
- Participate as a speaker at an external event to attract potential candidates and promote the company.
- Manage Ogilvy's social media presence on Instagram and LinkedIn.
- Another relevant HR task as assigned

Mullenlowe Lintas Indonesia

Jan 2022 - Nov 2022

Human Resources (Generalist) & Corporate Communication

- Reporting to the HR Director and CEO, to oversee all HR functions, including recruitment, training, operations, payroll, employee branding, and more.
- Manage the full recruitment cycle, including sourcing, screening, interviewing, and onboarding new hires.
- Negotiate offers, finalize candidate arrangements, and handle all related administrative tasks.
- Maintain and update the recruitment dashboard
- Process payroll and benefits administration, including leave requests, BPJS, private insurance and health insurance registration.
- Create and update employee data records in the HR system.
- Manage resignation and clearance procedures, including employment contract maintenance.
- Respond to employee inquiries regarding company policies and employment matters.
- Prepare and submit regular reports to the HR Director.
- Develop and implement employee communication and engagement initiatives, including local and global events.
- Support the Associate HR Director in data collection, reports and documentation.
- Manage and update internal HR databases.
- Perform other relevant HR tasks as assigned.
- Handling new business email
- Prepare various letter and communication to employee
- Maintain MullenLowe Indonesia Instagram & LinkedIn Account

BNI Life Insurance

Mar 2019 - Oct 2021

Corporate Communication & Secretary Officer

Internal Communication - Corporate Communication

- Be in charge and create innovative campaigns and e-flyers to engage with the public and employees.
- Supporting corporate events online and offline (from meetings, national important dates, company celebrations.)
- Create and execute engaging content for internal communications
- Help to manage internal channels (TV screens, Wall of Fame)
- Managing the compilation and distribution of the Internal, External or CSR events photo documentation.

Assistant Board of Commissioner Secretary - Corporate Secretary

- Provide comprehensive administrative and secretarial support, including managing calendars, scheduling meetings, preparing

- presentations, taking minutes, and handling travel arrangements (flights, accommodations, transportation).
- Organize and oversee events and conferences, including travel to supervise BOC events and other projects.
- Manage all administrative aspects for BoC, including cash advances, reimbursements, credit card reconciliations, invoices, procurement, medical claims, and other related tasks.

ORGANIZATION

PMSM Indonesia (Perhimpunan Manajemen Sumberdaya Manusia)

PMSM Mentee 2023 – Talent & Performance Management

PROJECT-BASED / FREELANCE EXPERIENCE

YOUVIT INDONESIA

2023 - 2024

Recruitment Freelance for SEA Market (Thailand, Malaysia, Indonesia)

- Source, screen, and interview candidates from Indonesia, Malaysia, and Thailand using various methods (Youvit career page, Glints, LinkedIn) to build a strong talent pipeline.
- Evaluate candidate qualifications, experience, and cultural fit through resume reviews, phone interviews (averaging 5-6 per day), and assessments.
- Maintain clear communication with candidates throughout the recruitment process, keeping them informed of their application status, and managing the Applicant Tracker Airtable dashboard.
- Recruited and hired multiple professionals, including but not limited to: Sales & Marketing Team, Supply Chain/ Operation Team, Research & Development (R&D) Team, Trade Marketing Team, Regulatory Affairs Team, Creative & Social Media Team