

MY PROFILE



Introduce me Muhammad Ramadhan I have experience as a Recruiter in several private companies and currently I am focusing on developing myself in the talent acquisition field. I have the ability to design, training development, recruitment and managing HR. In terms of health, until now I have no history of serious illness and quite healthy.

EDUCATION

Bachelor of Psychology / SEP 2014 - FEB 2019

MUHAMMADIYAH UNIVERSITY PROF.DR HAMKA BACHELOR OF PSYCHOLOGY :

I graduated with a 3.01 GPA

WORK EXPERIENCE

Organization Development & Performance | July 2025 - Now | PT. Aset Mitra Abadi

- Evaluate the effectiveness of the organizational structure, reporting lines, and division of tasks between departments.
- Conduct job analysis to update job descriptions, level determinations, and competencies for each position.
- Manage quarterly/annual assessment processes and provide guidance to users and immediate supervisors.
- Analyze assessment data to determine development, promotion, and reward needs.
- Conducting studies on the effectiveness of organizational structures (span of control, layers, functions, job alignment).
- Structure Design & Revision Creating or updating organizational structures based on business needs or strategic changes.
- Developing and updating Job Descriptions in accordance with actual job conditions and job evaluation results.
- Creating and implementing initiatives to attract, retain, and develop talent within the organization, including succession planning, career development, and performance management systems.
- Monitor and update contract terms
- Prepare and manage HR documents (policies, memos, and official letters)
- Manage attendance and prepare attendance reports
- Manage employee administrative records and document archives
- Conduct the end-to-end recruitment process, from sourcing to onboarding.
- Manage the employee offboarding process in accordance with established procedures.

Learning Organization Development Officer | August 2024 - July 2025 | PT. Satya Abadi Pharma

- Creating and implementing initiatives to attract, retain, and develop talent within the organization, including succession planning, career development, and performance management systems.
- Designing program LDP (Leadership Development Program) for level Manager, Supervisor and Staff to foster leadership skills and competencies at all levels of the organization, identifying and nurturing future leaders.
- Collaborating with stakeholders to design and deliver training programs, workshops, and learning initiatives that address skill gaps and support employee growth (L&D).
- Developing and implementing performance evaluation frameworks, providing guidance to managers on performance reviews, and facilitating feedback mechanisms.
- Developing learning management system by Moodle, recruitment management system (WebBase opensource) and online psychological test (Moodle).
- Supporting Employee Relation such as internal activities for engagement employees.
- Liaise with external training providers to ensure high-quality delivery when outsourced programs are needed.
- Conduct exit interviews and analyze feedback for continuous improvement.

Talent Acquisition / Nov 2022 - August 2024 / PT. Satya Abadi Pharma

Talent Acquisition Recruiter / Nov 2021 - Jun 2022 / PT. Esta Dana Ventura

HRGA Staff Temporary / Jul - Sept 2021 / PT. Tri Saudara-Sentosa Industri
HR Recruiter Staff / Januari - Juli 2021 / PT. Swapro International
HR Generalist / Jan - Des 2019/ Kedai Kopi Harum Manis
Design Graphics / Feb - Des 2018 / PT. Utama Nusantara Raya
Data Entry / AUGS 2013 - JULY 2014 / PT.Provis Garuda Service

ORGANIZATION EXPERIENCE

Student Executive Board / 2015 - 2016
Served as Head of Social and Political Affairs

Chairman of the Commissariat of Muhammadiyah Student Association / 2015-2016
Serving as a Member of the Wisdom Sector

Chairman of the Commissariat of Muhammadiyah Student Association / 2016-2017
Served as Head of the Wisdom Sector

IMM South Jakarta Coordinator / 2017-2018
Serving as General Chair

Anti-Corruption Academy (AKSI) / 2018-2019
Served as a Member of Big Data Corruption Research

Indonesian Experiential Learning Association / 2020-2022
Serving Promotion Member

FREELANCE EXPERIENCE

Consultant Project/ 2024 - Now / Alphasoltara.id
Creating mobile application development, web development, HR Management, Corporate Strategy and Valuation

Photographer/ 2013 - 2025 / All Products
I'm a photographer starting from food photos, products, weddings, I sell photo services and this is only a freelancer how my project decides to take it or not

Recruitment Project / Oct 2021 / Bintang Mitra Dayasembada
Be in charge of fulfilling MPP for the Central Java region, namely Semarang, Solo and Yogyakarta for our clients, namely Rebel Go Food Indonesia for the positions of kitchen crew and head kitchen

Co - Trainer / Sept 2020 / Chicken Gosin Management
Become a Co-Trainer who is responsible for assisting the Trainer in training Participants whose members are Gokskin chicken management

CO-Facilitator / 2019 / HumanistGroup
I became a Co-Facilitator and was tasked with assisting/Supporting in several Training Programs and Team Building HUMANIS GROUP with Clients

Facilitator / DEC 2018 / Duage Management
Become a Co-Trainer who is responsible for assisting the Trainer in training Participants consisting of workers from LPP Migas

PRO & PERSONAL SKILLS

Creative	- Professional	Photograph	- Professional	Canva	- Professional
Innovate	- Intermediate	MS. Word	- Intermediate	Analyzed	- Intermediate
Serious	- Professional	MS. Excel	- Intermediate	Training Need Analyzed	- Intermediate
Team work	- Professional	Photoshop	- Intermediate	Scoring Tools Psychology	- Intermediate