

NENG SINTA NOVERIA ASKA, S.SI.

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PROFESSIONAL SUMMARY

Dynamic and results-driven Human Resource professional with over 4 years of proven experience specializing in recruitment, employee relations, industrial relations, and performance management. Combines a data-driven scientific approach as an IPB Biochemistry graduate with an HR Management minor to streamline operations and enhance organizational growth. Adept at managing large-scale operations across multiple branches, implementing compliant labor policies, and executing target-driven talent acquisition strategies.

PROFESSIONAL EXPERIENCE

Human Resource Management (HRM) Specialist

Aug 2021 – Present

Bank DMB — Bogor, Indonesia

- Supervised and monitored employee performance management across 4 strategic branches, supporting over 900 staff within Business Support Departments (Quality Assurance, Account Officers, and Recovery Team).
- Successfully executed end-to-end recruitment pipelines, onboarding 100 qualified new hires within the critical first-month expansion period.
- Maintained and optimized centralized digital and manual employee database records, analyzing workforce trends to generate actionable HR intelligence reports.
- Designed and delivered targeted corporate training programs that achieved a quantifiable 25% increase in individual employee performance metrics.
- Spearheaded workplace health and safety (K3) initiatives, ensuring absolute alignment with labor regulations and regular training compliance.

Business Technical Support Supervisor (SPV)

Jun 2020 – May 2021

PT Pura Barutama — Kudus, Indonesia

- Led, mentored, and empowered a high-performing team of 5–7 sales and technical professionals to meet corporate commercial targets.
- Planned and executed omni-channel sales campaigns across social media, targeted email flows, and B2B events on a rigorous weekly schedule.
- Drove a major 25% year-on-year sales acceleration, generating an additional IDR 500 million in incremental top-line revenue.
- Conducted continuous market research and data analysis to identify industry trends, market threats, and competitive advantages, directly informing leadership decisions.

Industrial Researcher

Aug 2019 – Dec 2020

Biofarma — Bogor, Indonesia

- Engineered and evaluated 3 novel plant varieties, resulting in a 20% boost in agricultural crop yield and a structural reduction in disease susceptibility.
- Optimized environmental parameters (light, temperature, nutrients), leading to an accelerated 30% increase in baseline biological growth rates.
- Developed stress-resistant lines to ensure consistent bio-productivity under highly adverse climate conditions.
- Achieved a 15% reduction in chemical fertilizer dependency, advancing corporate environmental sustainability and ecological standards.

EDUCATION

IPB University (Institut Pertanian Bogor)

Jul 2016 – Jul 2020

Bachelor of Science (B.Si.) in Biochemistry | GPA: 3.57 / 4.00 (Graduated with Honors / Cum Laude)

- **Minor Concentration:** Human Resource Management.
- **Academic Leadership:** Appointed as Chemistry Graduate Laboratory Assistant (PPKU) for 18 sessions (45 total instructional hours).
- **Relevant Coursework:** Strategic HR Management, General Sociology, Data Analysis & Computer Applications.

ORGANIZATIONAL & LEADERSHIP EXPERIENCE

Treasurer — Department of Environment

Jan 2019 – Jun 2020

Badan Eksekutif Mahasiswa (BEM) IPB — Bogor, Indonesia

- Formulated and audited a comprehensive financial strategy, generating a 25% structural increase in net organizational assets within one fiscal year.
- Spearheaded large-scale fundraising and corporate sponsorship campaigns, exceeding initial funding targets by 30%.
- Streamlined and automated financial reporting workflows, slashing report cycle-time by 50% while boosting transparency.

SKILLS, CERTIFICATIONS & COURSES

HR Expertise:	End-to-End Recruitment, Behavioral Event Interview (BEI), Employee & Industrial Relations, Performance Appraisal, Training & Development, Labor Law Compliance.
Tech & Data:	Database Design & Programming with SQL (Oracle Academy), Microsoft Office Suite (Excel, Word, PPT), Data Analytics (RevoU), SAS Data Management.
Certifications:	Certified Behavioral Event Interviewer (KelasHR, 2023) Quality Management System ISO 9001:2015 Occupational Health & Safety (K3 Factory Basis) Good Laboratory Practice (GLP) National PIMNAS Presenter Award (2017).
Languages:	Indonesian (Native), English (Professional Working Proficiency).