

DEWI SUSWATI KAMAL

HR

dewikamal92@gmail.com | +6285246837809 | Denpasar, Bali

SUMMARY

Human Resources professional with 5+ years of experience in Human Resources, Recruitment, Employee Relations, HR Operations, Training & Development, and General Affairs. Experienced in managing end-to-end recruitment, onboarding, employee lifecycle administration, performance management support, workforce planning, and HR compliance across retail, FMCG, manufacturing, distribution, and hospitality-related industries.

Skilled in partnering with management to support organizational goals, improve employee engagement, and maintain compliant HR practices. Proficient in HRIS and ERP systems, including Talenta, Haermes, Ecount, Odoo, and Zoho. Strong ability to work independently, manage multiple priorities, and support business operations in fast-paced environments.

WORK EXPERIENCE

HR Supervisor – PT. Scandy

August 2024 – Present

- Partnered with management to support workforce planning and manpower requirements across retail operations.
- Led end-to-end recruitment activities to ensure timely fulfillment of operational and support function vacancies.
- Supported performance review processes and employee development initiatives.
- Managed employee relations cases, disciplinary processes, and conflict resolution in accordance with company policies and labor regulations.
- Oversaw onboarding, contract administration, employee documentation, and employee lifecycle management.
- Maintained HRIS data accuracy and ensured compliance with internal HR policies.
- Supported employee engagement programs and internal communication initiatives to foster a positive work culture.

HRGA Specialist (Remote) – Riara Marine

May 2023 – August 2024 | Full-Time
August 2024 – February 2024 | Freelance

- Managed end-to-end recruitment process including sourcing, screening, interviewing, selection, and onboarding.
- Provided HR advisory support to management regarding employee relations, disciplinary matters, and workplace issues.
- Maintained employee records, employment contracts, and HR documentation in compliance with labor regulations.
- Administered BPJS registration, employee benefits, and employment-related documentation.
- Supported employee engagement initiatives through employee mentoring, counseling, and communication programs.
- Coordinated General Affairs activities, including office administration, facility management, and vendor coordination.
- Ensured HR operational processes were executed efficiently and accurately.

HRGA Staff – PT. Sukanda Djaya

September 2020– October 2022

- Managed recruitment and onboarding processes to support operational and branch manpower requirements.
- Coordinated training and development programs for employees and operational teams.
- Supported HR administration, employee documentation, and employment contract management.
- Assisted in employee relations activities and implementation of company policies.
- Supported legal compliance, licensing processes, and employment-related documentation.
- Coordinated General Affairs activities, including facility management and operational support.
- Maintained employee databases and HR records while ensuring data accuracy and confidentiality.

- Conducted end-to-end recruitment activities including candidate sourcing, screening, interviewing, assessment administration, and hiring coordination.
- Coordinated recruitment processes with hiring managers and business stakeholders.
- Facilitated onboarding and orientation programs for new employees.
- Supported internal mobility programs including promotion, transfer, and rotation processes.
- Coordinated employee training and development programs.
- Managed employee administration, employment contracts, and personnel documentation.
- Conducted psychological assessments to support recruitment and talent development decisions.

EDUCATION

Bachelor of Psychology

2012 – 2016

Makassar State University

- Psychology
- Final CGPA: 3.43

KEY SKILLS

- Talent Acquisition & Recruitment
 - HR Operations
 - HR Administration
 - Employee Relations
 - Workforce Planning
 - Performance Management
 - Learning & Development
 - Employee Engagement
 - HR Compliance
 - Compensation & Benefits Administration
 - Payroll Administration Support
 - Contract Management
 - HRIS Management (Talenta, Haermes)
 - BPJS Administration
 - General Affairs Coordination
 - Vendor Management
 - Microsoft Excel
 - ERP Systems (Ecount, Odoo, Zoho)
- Communication & Interpersonal Skills
 - Problem Solving & Conflict Resolution
- Professional Skills