



MUHAMAD FAKHURAZY

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Tegal, Jawa Tengah, Indonesia.

A professional with experience in Product Security, Industrial Relations and Human Resources, has management skills, analytical skills, experience in handling company operations and security. Oriented towards problem solving, discipline, and commitment to support the company's operational efficiency.

WORK EXPERIENCE

PT Adonia Footwear Indonesia

Apr 2025 – Present

Product Security - Site Lead.

- Responsible for managing 2 Buyer/Customers, adidas and Deckers (HOKA) brands.
- Served as the main point of contact between the company and customers/buyers.
- Responsible for leading C-TPAT audit preparation and the follow-up actions.
- Handle and manage with the related department for the JLA adidas audit.
- Handle PS customer audit for Decker (Hoka/UGG brands).
- Plan and implement improvements based on Audit findings.
- Solving internal issues, such as size labels, B/C inventory, material destruction, etc.
- Prepared and submitted PS reports to the HQ Product Security Director.
- Responsible for coordinating and managing cross-functionally with local and expatriate leaders and factory supervisors to resolve issues.
- Managed and led the team effectively in handling a high workload.
- Design and distribute C TPAT posters.
- Prepare and update the CCTV layout, and follow up on CCTV Installation with the vendor.
- Draft and finalize the Policy, such as the Company Photo Policy, Access Control, etc.
- Solving internal theft cases.
- Conduct investigations on anomalies or suspicious items.
- Conduct Product Security training for another department.
- Create and install appropriate warning signs and Authorized Access List.
- Support another department regarding a Product Security matter.

PT Mumtaz Ceria Edukasi

Jan 2025 - March 2025

HR Generalist

- Manage the recruitment process as a whole.
- Coordinate with Team Leader for strategic workforce management.
- Organize and facilitate training and development programs.
- Handle employee onboarding and placement processes to ensure smooth transitions.
- Conduct meetings with management to discuss workforce issues in the field.
- Design employee development programs.
- Prepare and update company regulations (SOPs, company policies, and compliance documents).
- Prepare and analyze monthly HR reports for strategic decision making.
- Conduct visits to branch units to ensure HR compliance and supervision.

PT DHK Jaya Manufacturing

Jun 2024 – Oct 2024

HR Supervisor

- Manage daily attendance of permanent and contract employees.
- Handle employee payroll (deductions, bonuses, and allowances).
- Implement the recruitment process thoroughly.
- Conduct employee training and development.
- Supervise contract employees and temporary workers.
- Successfully resolve employee conflicts effectively.
- Increase employee engagement and satisfaction.
- Monthly report to Management team.
- Ensure company compliance with employment regulations.

Anwar Mutalib Law Offices

Apr 2023 - Jun 2024

Industrial Relations Staff

- Prepare notices to shareholders.
- Prepare drafts for Annual/Extraordinary General Meeting of Shareholders.
- Prepare fixed-term and permanent employment agreements and handle the termination process.
- Prepare Company Regulations.
- Prepare Memorandum of Understanding (MoU).
- Prepare legal documents related to permits and power of attorney.
- Manage company meeting schedules, materials, and agendas.
- Handle procurement of office supplies.
- Ensure optimal management of company facilities and inventory.
- Archive important documents and correspondence.
- Provide advice and solutions to company problems.
- Organize seminars related to employment laws and regulations.
- Successfully resolve a case of embezzlement of company funds.

EDUCATION

Universitas Bina Sarana Informatika
Information Technology - GPA 3.81/4.00.

Sep 2019 - Nov 2022

ORGANIZATION EXPERIENCE

BEM Universitas Bina Sarana Informatika

Jan 2021 – Jan 2022

Ministry of Social Politics

- Manage student resources for social and humanitarian activities.
- Manage event permits through the Social Service.
- Establish diplomatic relations with other universities.
- Analyze campus political dynamics and national political issues.

INTERNSHIP

PT Telecommunication Indonesia Tbk (Persero).

Aug 2021 - Nov 2021

Data Access Management [Internship]

- Manage data validation processes, identify and resolve database issues, handle internet and telephone services, and ensure user connectivity.
- Operate Network Termination Equipment to optimize network performance and enhance user experience.
- Create reports in the form of Valins Activity Realization Mapping to provide insight into operational performance.

SKILLS AND ADDITIONS

- Proficient in the use of Microsoft Office (Word, PowerPoint, Excel, and Outlook).
- Proficient in the use of Microsoft Visio.
- Strong with leadership skills, logical thinking, team/individual work.
- Understand corporate legal regulations, employment, the Job Creation Law, the K3 Law, the TPKS Law, and various government regulations and related ministerial regulations.
- Able to handle various HR functions, maintain operational workflows, and provide strategic solutions to organizational challenges.
- Experienced in delivering presentations, and policy discussions at the company level.
- Good English language skills, both verbally and in writing.
- Experienced in HR strategic planning, employee retention strategies, and employee engagement initiatives.
- Experienced in handling labor disputes and improving harmony in the workplace and Have excellent leadership and public speaking skills.