

FURQOAN PRABOWO

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EXECUTIVE SUMMARY

Human Resources professional with a Bachelor of Laws background and close to six years of progressive HR experience in the energy and industrial sectors, including oil & gas operations. Proven track record in industrial relations, labor law compliance, payroll and employee benefits administration, and HR policy development aligned with company objectives. Skilled in leading HR-GA functions end-to-end, mentoring teams, and coordinating across multi-entity operations. Immediately available and open to site-based assignments across Indonesia.

KEY QUALIFICATIONS

- Bachelor of Laws (Ilmu Hukum) — directly relevant to labor law compliance and industrial relations requirements.
- HR experience within industrial and energy operations, including oil & gas contractor environments (PT Patra Drilling Contractor, part of Pertamina Group; PT APCA Tirta Engineering).
- Hands-on experience managing payroll, allowances, and employee benefits processes in coordination with finance teams, ensuring labor-law compliance and timely disbursement.
- Developed and implemented internal HR-GA policies and SOPs aligned with organizational goals and current regulations.
- Exposure to Quality Management System principles through Project Management certification (ISO 21502:2020), supporting structured, standards-based process implementation.
- Strong organizational and multitasking ability — concurrently responsible for HR administration, payroll, General Affairs, and industrial relations in prior roles.
- Leadership experience mentoring and supervising HR administrative staff to meet departmental targets.
- Immediately available to join and willing to be assigned to site locations.

WORK EXPERIENCE

Human Capital Supervisor | PT APCA Tirta Engineering, Jakarta *April 2025 – Present*

- Lead and hold full responsibility for HR administration, payroll, and General Affairs functions in an oil & gas business environment, including operational decision-making and internal policy development.
- Manage end-to-end HR administration and employee database, ensuring data accuracy through internal systems and Excel.
- Coordinate payroll, allowances, and employee benefits processes with related teams, ensuring compliance with labor regulations and timely payments.
- Manage employee attendance, leave, and overtime processes, preparing comprehensive reports for management.
- Coordinate general office facilities and operational needs supporting high operational and work-safety standards required in oil & gas operations.
- Mentor and supervise HR administrative staff, ensuring the team meets targets and maintains work quality.
- Support professional resolution of disciplinary issues and employee relations matters, maintaining industrial relations stability in accordance with applicable regulations.
- Prepare periodic operational and analytical HR reports to support management decision-making.

Associate (Legal Counsel) | Alexander VP Lawfirm, Jakarta *April 2024 – March 2025*

- Provided legal advice and representation in litigation and non-litigation matters, deepening expertise in labor regulations and legal dispute resolution.
- Supported corporate clients in drafting legal documents and compliance consultations, strengthening the legal foundation for risk-based HR decision-making.

Human Capital Business Partner | PT Patra Drilling Contractor (Pertamina Group), Jakarta *January 2021 – March 2024*

- Held full responsibility for HR administration and General Affairs processes for a large-scale workforce in the oil & gas drilling sector, including policy and operational decision-making.
- Coordinated payroll, allowances, and benefits processes for a large employee population, collaborating with finance and external stakeholders to ensure accuracy and regulatory compliance.
- Aligned internal policies, SOPs, and General Affairs practices with current labor regulations to ensure full organizational compliance.
- Handled sensitive industrial relations and employee relations issues, including work-injury compensation (JKK) claims, in accordance with applicable labor law procedures.
- Designed employee engagement programs to strengthen communication of company vision, mission, and values.
- Managed relationships with vendors and external partners for HR and General Affairs operational needs within the energy sector.

Staff, Card Center Division | PT Bank Central Asia (BCA), Jakarta *May 2017 – June 2020*

- Managed a customer account portfolio with a high payment compliance rate, ensuring adherence to industry regulations.
- Delivered actionable insights to management through accurate customer compliance performance analysis reports.

SKILLS

- Human Resources principles, Indonesian labor law compliance, and industrial relations
- Payroll, tax coordination, employee benefits, and allowance administration
- HR policy and SOP development aligned with company goals
- HR administration & employee database management
- Quality Management System awareness (Project Management ISO 21502:2020 certified)
- Team leadership, mentoring, and cross-functional coordination
- Vendor and General Affairs management (facilities, equipment, accommodation)
- Proficient in Microsoft Office (Word, Excel, PowerPoint) for HR reporting and data analysis
- Professional working proficiency in English

EDUCATION

Universitas Tarumanagara — Bachelor of Laws (GPA 3.07/4.00), Jakarta, Indonesia | 2011 – 2017

CERTIFICATIONS

- Project Management Awareness Based on ISO 21502:2020 — BSI Training Academy (2023)
- Industrial Relations Conflict Resolution — PPM Management (2022)
- Pendidikan Khusus Profesi Advokat (PKPA) — PERADI (2017)

ADDITIONAL INFORMATION

- Domicile: Jakarta, Indonesia
- Availability: Immediately available to join
- Willing to be assigned to site locations across Indonesia