



DEVIERA

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Profile

Strategic and results-driven HR & Talent Acquisition Professional with 5+ years of experience spanning Talent Acquisition, HR Operations, Industrial Relations, Compliance, and Organizational Development across multi-site industries (F&B, Retail, Distribution, B2B). Proven track record in leading end-to-end recruitment, designing HR policies/SOPs from scratch, establishing remuneration structures, and executing continuous improvement projects (QCC). Strong acumen in aligning Manpower Planning (MPP) with corporate strategy. Aspiring to contribute as an HR Assistant Manager / HR Manager.

Work Experience

Feb 2026 – Present

Sr. HRGA Supervisor – PT Sometech Indonesia

- Formulated and standardized company-wide HR policies, SOPs, and operational workflows from the ground up.
- Led end-to-end recruitment and Manpower Planning (MPP) across Head Office, Sales, and Operations.
- Designed company-wide KPI/OKR frameworks, structured salary grading, and conducted compensation analysis.
- Supervised payroll support, attendance validation, and employee data management via HRIS (Talanta & Qontak CRM).
- Managed employee relations, disciplinary actions, contract evaluations, and General Affairs operations.

Key Projects: Established initial Salary Grading & Remuneration Structure; Integrated HR compliance monitoring via Talenta & Qontak CRM.

Nov 2021 – Feb 2026

HR Supervisor – PT Jaya Wira Jerindo

- Lead end-to-end recruitment across operational, head office, and warehouse function nationwide, covering staff to managerial position.
- Increased nationwide recruitment SLA fulfillment rate to 90% through workflow optimization and Continuous Improvement (QCC) projects
- Co-designed and implemented a multi-rater 360-Degree Feedback Framework with the People Development team to assess leadership competencies and identify employee training gaps.
- Partnered with management and business leader in manpower planning (MPP), recruitment strategy, and workforce requirements to support business objectives.
- Handle Employee Relations and support management on workplace and disciplinary matters.
- Formulate plant HR Policies aligned with company global standards and Indonesian labor regulations; oversee compliance of PKWT/PKWTT, Outsourcing, THR, and BPJS.

Mar – Okt 2021

Recruitment Specialist – PT Sewu Segar Nusantara

- End-to-end recruitment for staff to supervisor-level roles across nationwide outlets, branches, and warehouses.
- Executed mass recruitment strategies (LinkedIn Recruiter, JobStreet, Walk-in Interviews) to fulfill rapid store expansion needs.
- Facilitated onboarding and induction training programs to accelerate time-to-productivity for new hires.

Feb 2020 – Mar 2021

HR Staff – PT Arthur Teknik Indoprima

- Manage HRGA Administration & operations effectively in accordance with company policy.
- Support recruitment, onboarding, performance management, training, and employee development processes.
- Prepare HR reports and provide recommendations to

Education

Bachelor of Psychology (S.Psi)

Universitas Muhammadiyah Prof. Dr. HAMKA (UHAMKA) | 2015 – 2019

Skill

- **Strategic HR & OD:** Workforce Planning (MPP), Policy & SOP Development, Salary Grading, Organizational Development.
- **Talent Acquisition:** End-to-End Recruitment, High-Volume Hiring, Campus & Walk-in Hiring, Employer Branding.
- **Performance & Compliance:** KPI/OKR Framework, 360-Degree Evaluation, SAPA Retention Program, Labor Risk Mitigation.
- **Audit & Standards:** ISO 9001:2015 & HACCP Compliance Readiness.
- **HRIS & Tools:** Talenta, Qontak CRM, e-Dablu BPJS, SIPP Online, Ms. Excel

CERTIFICATE & TRAINING

- **Work Load Analysis (WLA) Training** (2024–2026)
- **Internal Auditor Training (ISO Standards)** (2024–2026)
- **Continuous Improvement Project (QCC)** (2024)
- **Mastering Payroll: Concept & Practice** (2021)
- **Comprehensive HR Admin & BPJS Compliance** (2021)