

QATHRIN NADA

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JL.RS.Fatmawati, South of Jakarta



PROFILE

Qathrin Nada is a dynamic and dedicated human resources practitioner with robust experience in talent acquisition and HR Generalist, human resources policy/procedure, consulting, and human resources development. Previously serving as a Human Resource in the **PROAKTIF** (Poverty Alleviation and Comprehensive, Inclusive and Adaptive Social Protection) is supported by the Australian Government and implemented by DT Global and as HR Supervisor in the Bridgestone Mining Solutions Indonesia is subsidiary from Bridgestone Corporation Japan. She has Certified Professional in BNSP as with additional expertise in recruitment and Generalist

EDUCATION

UIN Syarif Hidayatullah

Psychology Undergraduate

Sept 2003 – Apr 2008

GPA 3.39 out of 4.00

Undergraduate Thesis:

"Hubungan antara Kemampuan Interpersonal dengan Iklim Komunikasi Organisasi".

WORK EXPERIENCE

Freelance HR Consultant

September 2022 – Present

Job Description:

- Develop and implement HR policies and procedures.
- Draft and review company regulations and employment contracts.
- Provide HR advisory services on employment matters and HR best practices.
- Support management with HR-related discussions and operational issues.
- Perform additional HR assignments as required by the Owner or Operational Director.

Human Resources (close of project)

August 2024 - June 2025

PROAKTIF (Poverty Alleviation and Comprehensive, Inclusive and Adaptive Social Protection) is supported by the Australian Government and implemented by DT Global (International Development Contractor)

Job Description:

- Assist in preparing interview materials, including ToR, interview questions and scoring sheets, and Conflict of Interest Declaration form.
- Assist in organizing and coordinating interview schedule including inviting shortlist candidates for interviews, providing necessary details and scheduling arrangements.
- Collect supporting documents from selected candidates, such as identification, educational certificates, and other relevant documents for the contractual process (CSI Watchdog, Police Records)
- Maintain accurate records of interview scoring and other documentation.
- Collect and verify supporting documentation for STA (Short-Term Adviser) and LES (Fixed Term

Locally Engaged Service) to ensure accurate and timely payroll processing, while liaising with employees as required.

- Maintain employee HR information within the Sunfish system, ensuring data accuracy and confidentiality.
- Maintain comprehensive and up-to-date records of LMS training, including mandatory courses, and coordinate with the Project Officer and HR team at DT Global.
- Undertake additional HR-related duties as assigned by the supervisor in support of departmental objectives.

HR Supervisor

December 2019 – July 2024

PT. Bridgestone Mining Solutions Indonesia

PT. Bridgestone Mining Solutions Indonesia (BMSI) from November 9, 2017. BMSI function as a regional company that supplies mining, construction, and civil engineering field customers with custom mining solutions that encompass tires, industrial products and services, (wholesale trading from Japanese Company)

Job Description:

- Responsible for full operations in Human Resources of BMSI, especially for recruitment, personnel admin, employees payroll and benefit, of such as: handle BPJS Labor and Health, Health Insurance for Inpatient & Life Insurance, medical claims for outpatient, etc.
- Create an HR Development Plan to improve Administrative Div professional skills and other Departments as well, create procedures related to HR matters. admin training for in-house & out-house, making training budget, etc.
- Organizing human resource data accurately for further analysis by Admin General Manager and other divisions.
- Replacement Maternity Leave GA Assistant Supervisor:
 - a. Handling company general affairs and purchasing to support the operational needs
 - b. Handling travel request form and settlement expatriate (Japanese expat) by SAP System
 - c. Handling advance request and settlement employees and driver by SAP System
 - d. Handling booking and reservation for airline flights and coordinating with PIC travel agent.
 - e. Handling hotel accommodation for business trips and coordinating with reservation or marketing team hotel (for agreement, negotiation, etc).
 - f. Organizing the facility accurately for further analysis by Admin General Manager and other divisions

HR & GA Assistant Manager, Bali

December 2012 – May 2019

HR & GA Supervisor, Jakarta

H.I.S Tours & Travel Indonesia

H.I.S (Highest International Standard) was established in 1980 at Shinjuku, Tokyo, Japan. PT. Harum Indah Sari is a branch of H.I.S Co, Ltd Japan located in Indonesia, established in 1996 in Bali. Foreign investment companies specializing in tourism and travel. Job Description:

- Responsible for full operation in Human Resources of H.I.S, especially for recruitment, personal admin, employee benefits such as {BPJS (Labor & Health), Insurance, admin payroll, employee relationship, performance appraisal (MBO/KPI), etc
- Working in talent acquisition for assessing, managing talent, offering, and boarding until exit interview according to H.I.S standard operation procedures
- Settling employees' disputes or violations of company regulations to avoid future grievances and dissatisfaction.
- Maintain the motivation of the employees and settle any issues related to employee indiscipline
- Handling company general affairs to support the operational needs.
- Organizing human resource data & facility accurately for further analysis by HR & GA Manager and other divisions

HR Recruitment**March - December 2012****PT. Metiska Farma****Job Description:**

- Handling Manpower Request (MPR) by sourcing, assessing, scoring, psychological reporting, and offering to candidate
- Responsible for main assessment of talent acquisition in Metiska Farma by providing comprehensive reporting about candidate
- Ensure HR documentation for employee and company recorded accurately and completely
- Act as main assessor for psychological assessments in Metiska Farma providing psychological testing, scoring and reporting

HR Recruitment & Administration**July 2011 - March 2012****PT. Delapan Cipta Pratama****Job Description:**

- Handling Manpower Request (MPR) by sourcing, assessing, scoring, psychological reporting, and offering to a candidate
- Responsible for the main assessment of talent acquisition in DCP by providing comprehensive reporting about the candidate
- Ensure HR documentation for employees and the company is recorded accurately and completely
- Act as the main assessor for psychological assessment in DCP providing psychological testing, scoring, and reporting.

PROJECTS

Human Capital Resourcing**August 2017 - February 2018****PT. Bank Maybank Indonesia, Tbk**

- Responsible for recruitment in Maybank Indonesia, especially in sourcing candidates via soc-med, job fair, email, LinkedIn & Job Street
- Handling recruitment process includes arranging interview schedule of the candidate with HC & user) and phone interview
- Manage documentation of candidates by inputting candidate data into the Maybank system

Freelance Tester**2008 – 2012**

COURSE ATTENDED & SEMINAR

- In-House Training "Playmaker Leader Workshop", 2023
- Employee Engagement & Satisfaction, 2023
- Measuring Recruitment Effective, 2023
- Cara Menyusun Performance Appraisal berdasarkan KPI, 2023
- In-House Training "Power mind Mindset", 2022
- Certified People Development Specialist, 2022
- People Development Management, 2021 • Performance Appraisal berbasis KPI, 2021
- Cara Menyusun SOP MSDM, 2021
- Effective Performance Review, 2021
- Certified Recruitment Practioner BNSP, 2018
- HR Brotherhood Super Booth camp, 2016
(Coaching High Performance beyond HR, From Business Partner to Driving Business Success Industrial Relation, HR –IR Open Session, Managing Organization Development – Important of Talent Management for Succession Plan).
- Certified Assessor of Competency BNSP, 2015
- Certificate of HRD Management, 2015
- Advance Tester (MBTI, DISC, Papikostiq, SDS,WPT), 2013
- Tools for Manpower Planning, 2013
- Competency Based Interviewing Skills (STAR), 2009

SKILLS & INTERESTS

- **Technical:** Microsoft Word, Excel, Powerpoint, HRIS System (Paytrak for payroll, Sunfish system, SIAP, Andals), Recruitment System: Taleo Business System for advertising candidates, Jobstreet.com
- **Language:** Bahasa and English
- **Interest:** Human Resources, Recruitment&Selection, Learning & Development, Compensation & Benefit, Generalist, etc