



ARDHYA WIKANAYU PERMATA SAKTI

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Bogor, Jawa Barat

Results-oriented HR professional with 1+ years of experience in human resources and people development. Combines academic excellence with a 3.89 GPA and a strong foundation built through organizational experience engagement. Knowledgeable in recruitment processes, corporate value internalization, talent management, competency-based assessment & training. Strive to drive organizational excellence through strategic HR initiatives.

Professional Experiences

PT Maxindo Karya Anugerah Tbk - Bogor, Jawa Barat

Feb 2025 - Sekarang

HR Recruitment & Training

PT Maxindo Karya Anugerah Tbk is an Indonesian FMCG manufacturer specializing in cassava and potato-based snack products, serving both domestic and international markets.

- Coordinated and monitored Learning & Development programs through end-to-end training administration, including Training Needs Analysis (TNA), vendor coordination, budgeting, scheduling, and training evaluation to measure effectiveness and drive continuous improvement.
- Handled people development initiatives by managing onboarding programs and ensuring first-day readiness for new hires across sites.
- Executed end-to-end recruitment processes for operational and support roles, including FPTK tracking, job postings, candidate screening, interview coordination, and onboarding preparation.
- Optimized recruitment operations by developing structured recruitment databases (candidate tracking, FPTK, job posting logs) and improving candidate communication flow using WhatsApp Business labels.
- Developed and maintained HR dashboards and documentation for recruitment and training activities to support reporting accuracy and audit readiness.
- Collaborated with cross-functional teams to align recruitment, onboarding, and training execution with organizational and operational needs.

PT Cisarua Mountain Dairy Tbk (CIMORY GROUP) - Bogor, Jawa Barat

Sep 2024 - Jan 2025

Human Resources & People Development (Intern)

Cimory Group is one of Indonesia's leading FMCG companies specializing in premium dairy products, producing packaged milk, yogurt, and other protein-based food and beverage products.

- Supported Organizational Development initiatives by designing, coordinating, and scheduling competency-based learning programs under the Learning Management System (LMS), Cimory Academy (offline & online), to enhance employee capabilities and professional development.
- Contributed to the development of a competency dictionary derived from corporate values as a basis for employee performance evaluation.
- Contributed to Organizational Development (OD) projects, including Non-Conformity (NC) improvement initiatives and job description optimization across departments.
- Participated in corporate value internalization programs to strengthen organizational culture and employee engagement.
- Assisted in talent management processes, including assessment center activities and workforce analysis.
- Learned and implemented talent management tools and systems, including integrating employee competency development as a foundation for HR development.
- Coordinated end-to-end internal recruitment activities, from assessment scheduling to new employee orientation.

Dinas Pemberdayaan, Perlindungan Anak dan Pengendalian Penduduk Provinsi DKI Jakarta - Cempaka Putih, Jakarta Pusat

Aug 2023 - Nov 2023

Pengendalian Penduduk dan Keluarga Berencana Division (Intern)

- Supported the Population Control and Family Planning (PPKB) Division in documentation and field monitoring for the Piloting Jakarta Beraksi Terintegrasi initiative to support stunting reduction efforts in DKI Jakarta.
- Developed the "Stunting Reduction Acceleration" program by optimizing educational media, including presentations, animated videos, and the Beraksi Card, as part of a capstone course project.

PT Panca Karya Unggul Abadi - Cileungsi, Jawa barat

Sep 2021 - Nov 2022

Assistant Human Resources Consultant (Freelance)

PT Panca Karya Unggul Abadi is concentrated on construction services including interior, furniture, mechanical, and electrical contractors.

- Designed organizational structures, vision, mission, and corporate values to improve role clarity and organizational effectiveness.

- Developed 25+ job descriptions and SOPs aligned with organizational needs and operational efficiency.
- Supported job grading and salary structure development, contributing to fair and structured people management systems.

Educational Level

IPB University - Bogor, Indonesia <i>Bachelor of Family and Consumer Sciences, 3.89/4.00</i> • Best Graduate – Department of Family and Consumer Sciences • Actively engaged in 5+ organizational activities at university and departmental levels, primarily in administrative, leadership, and people development roles. • Led and implemented Human Resources–related initiatives, including organizational internship programs and CV consulting services.	Jul 2020 - Aug 2024
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Organizational Experiences

Himpunan Mahasiswa Ilmu Keluarga dan Konsumen (HIMAICO) <i>Secretary of Human Resource Development</i> • Manage all administrative documents for the HRD Division, including compiling 5+ work program proposals with accountability reports, weekly meeting minutes, invitations and certificates, ensuring each work program is well documented and meets standards. • Led key HRD Division programs, such as the Himpunan Internship and CV Consulting, from planning to evaluation, ensuring success and positive impact for members.	Jan 2022 - Nov 2022
Magang Himpunan Mahasiswa Ilmu Keluarga dan Konsumen (HIMAICO) <i>Chief Executive</i> • Coordinated and managed all internship activities for 25+ interns, ensuring timely execution and goal achievement. • Supervised 6 divisions, delegating tasks and making strategic decisions to maintain team efficiency and event success.	Sep 2022 - Nov 2022
Consulting CV-Linkedin x Dibimbing.id <i>Chief Executive</i> • Successfully collaborated and negotiated with external partners to organize a consulting event by providing a 50% subsidy of the initial price for students (Collaborate with Dibimbing.id). • Design and managed the consultation process across all stages and implemented effective sales strategies across various social media platforms, boosting participant engagement and meeting 76% attendance targets.	Mar 2021 - Jul 2022
Masa Pengenalan Kampus Mahasiswa Baru IPB University 2021 (MPKMB) <i>Materials and Methods Staff</i> • Developed and managed assessment guidelines and a scoring system for 250+ mentors and 4,000+ freshmen, ensuring effective mentorship and certification evaluation. • Designed and implemented 10+ assessment guidelines, overseeing the new student assignment website for optimal functionality and accessibility.	Mar 2021 - Aug 2021
Eksekutif Ormawa Pendidikan Kompetensi Umum IPB <i>Secretary of Media and Branding Division</i> • Manage all administrative documents for the Medbrand Division, including compiling 10+ work program proposals with accountability reports, weekly meeting minutes, and certificates, ensuring each work program is well documented and meets standards. • Supported the execution of cross-division work programs, contributing to various organizational activities to ensure successful and effective collaboration.	Feb 2021 - Nov 2021

Skills & Interest

- **Hard Skills:** Microsoft Office, Microsoft 365, Teams, Spreadsheet, Google Docs, Canva.
- **Soft Skills:** Fast Learner, Critical thinking, Strategic Thinking, Problem Solving, Leadership, Team-work, Communication, Creative, Time Management.
- **Webinars Attended** 🎓 (2024): Human Resources Management, Behavioral Event Interview Technique, Training for Trainers.
- **Interest:** People Development, People & Culture, Organizational Development, Learning & Development, Recruitment