

Satria Dharma

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Jakarta, Indonesia

PROFILE

I am a Human Resource Business Partner (HRBP) working in an outsourcing company specializing in human resource management. I am responsible for end-to-end recruitment, full-cycle recruitment, and massive hiring to fulfill manpower planning (MPP). I am highly target-oriented, detail-focused, professional, adaptable, and able to work effectively both independently and as part of a team.

SKILL

- Using HRIS (sunfish).
- Using ERP (Odoo).
- Microsoft Office
- Reporting & Work Presentation
- Critical Thinking
- Strong Communication Skill
- Able to Work Independently and in a Team
- High Work Motivation

WORK EXPERIENCE

PT. Micro Madani Institute (PNM Group)

July 2022 - Present

Human Resource Business Partner (HRBP) Officer

- Managing outsourced employee workforce with more than 400 employees
- Responsible for end-to-end recruitment and full-cycle recruitment
- Conducting massive hiring with an average activation of 80 employees per month
- Updating and maintaining employee administration in HRIS (Sunfish) and ERP systems
- Maintaining employee relations to minimize turnover rates
- Conducting psychological tests, including scoring and evaluation
- Coordinating with external partners such as educational institutions and government agencies
- Preparing fixed-term employment contracts (PKWT) for new employees

Limas Hotel Bukittinggi

June - August 2017

HR Staff (Internship)

- Assisted the HR Manager with attendance recap
- Monitored employee performance and daily activities
- Handled HR administration tasks

EDUCATION

Universitas Putra Indonesia "YPTK" Padang

Bachelor's Degree in Psychology
3.06/4.00

TRAINING & CERTIFICATION

Behavior Event Interview

SKI (Sahabat Karir Indonesia)

ACHIEVEMENTS

- Achieved 100% manpower fulfillment for Outsourcing Business in 2022, 2023, 2024, and 2025
- Achieved the longest 100% target fulfillment for Outsourcing Business employees in 2022