

Ikhtaroza Salimatul Fadiha



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Training & Certifications

- **Interview Skill | 2017**
Indofood Learning Center
- **Train The Trainer | 2019**
Indofood Learning Center
- **Problem Solving & Decision Making | 2019**
Indofood Learning Center
- **Effective Communication | 2019**
Indofood Learning Center
- **FSSC 22000 Ver. 4.1 | 2019**
Rei System Indonesia
- **FSSC 22000 Ver. 5.1 | 2022**
SGS Academy
- **Company Performance Assessment (Productivity) | 2024**
BNSP
- **The Leadership | 2024**
PT Haldin Pacific Semesta x Kubik Leadership

Additional Skills

- Psychological Tools
- Interview Skills
- Job Portals (Jobstreet, LinkedIn, Glints, etc.)
- Learning Management System
- Training Needs Analysis
- Competency Matrix
- HRIS System (SAP, Pro-Int)
- Microsoft Office, Google, Canva, Adobe Photoshop

Professional Summary

Strategic Human Capital Specialist with experience supporting multiple business units across manufacturing (FMCG, natural ingredients), agriculture, hospitality, and distribution. Strong capabilities in Talent Acquisition, Learning & Development, Organizational Development, and Talent Management, with a focus on aligning HR initiatives with business needs and operational goals.

Education

Bachelor's Degree in Psychology
Yarsi University | 2012 - 2016
3.64/4.00 GPA (Cum Laude)

Achievement

Singgih Dirga Gunarsa Award | 2019
1st Winner - Forum Ilmiah Psikologi Indonesia

Work Experience

Talent Acquisition & Learning Executive

PT Haldin Pacific Semesta
Jul 2022 - Jul 2025

Handle end-to-end Talent Acquisition and Learning & Development initiatives across multiple subsidiaries and business units, supporting both commercial and operational functions. Ensure alignment of talent strategies with business goals to support organizational growth and performance.

Key Experience :

Talent Planning & Talent Acquisition

- Collaborate with hiring managers to forecast workforce needs and develop hiring plans aligned with business growth.
- Design and execute employer branding and employee engagement programs, including campus recruitment and walk-in interviews, to increase qualified applicant volume and strengthen the talent pipeline.
- Manage full-cycle recruitment for multiple position levels, from operational to managerial roles, including job postings, screening, interviews, assessments, offer management, and contract finalization.
- Build and maintain a structured talent pipeline to support timely hiring aligned with business requirements and project timelines.
- Consistently meet recruitment SLAs, ensuring efficient and compliant hiring processes.

Onboarding & Offboarding Management

- Manage end-to-end onboarding and offboarding processes to ensure regulatory compliance and smooth employee transitions.
- Collect and analyze onboarding and exit survey feedback to support continuous improvement of HR practices.

Performance Management

- Collaborate with HRBP Manager to implement and monitor performance management processes across business units.
- Support performance review cycles to ensure timely, constructive evaluations aligned with WIG (Wildly Important Goals).
- Analyze performance data and provide insights to improve performance processes and support employee development planning.

Learning & Development

- Coordinate with business leaders to conduct TNA (Training Needs Analysis) and identify key competency gaps.
- Design and implement competency-based training and learning programs aligned with business and operational needs.
- Monitor and evaluate learning and development program effectiveness, adjusting strategies to improve participation and impact.
- Collaborate with HRBP Manager to identify potential successors to support business continuity.
- Support leadership development initiatives to strengthen internal talent pipelines and reduce reliance on external hiring.

Employee Engagement & Retention

- Partner with HRBP Manager to address employee concerns, support engagement initiatives, and implement retention programs.
- Handle employee grievances and conflict resolution cases to promote a positive, fair, and compliant work environment.

HR Data Analytics & Reporting

- Analyze HR data related to recruitment, performance, and learning to support data-driven decision-making.
- Maintain and update HR documentation and databases, including employee records, job descriptions, organizational structures, and SOPs.
- Prepare and deliver regular HR reports highlighting talent trends, performance insights, and development outcomes.

Organizational Development Staff

PT Indokuat Sukses Makmur (Indofood Group)

Jan 2017 - Apr 2022

- Handle end-to-end recruitment processes, including job postings, candidate screening, interviews, onboarding, and mandatory compliance reporting to the Ministry of Manpower (Disnaker).
- Collaborate with department heads to design and implement a succession planning framework.
- Collaborate with department heads to conduct TNA (Training Needs Analysis) and develop competency matrices aligned with business objectives.
- Design and implement training and development programs using the ADDIE model to support employee performance and capability development.
- Manage e-learning platforms to ensure user engagement, learning effectiveness, and accurate training records.
- Initiate and coordinate employee engagement activities, including the development of a "Fun Corner," to support employee well-being and reduce workplace stress.
- Support HR Organizational Development administration, including creating and updating SOPs, organizational structures, and job profiles.

HRGA Intern

PT Duta Lestari Sentratama (Kino Group)

Aug 2016 - Dec 2016

- Support personnel administration activities, including updating employee databases, monitoring attendance records, and assisting in allowance calculations to support accurate payroll processing.
- Assist in HR database improvement initiatives by ensuring data accuracy, data completeness, and compliance with internal HR procedures.