

TB IBNU MALAWI ALAMSYAH

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PROFESSIONAL SUMMARY

Strategic Human Capital & Compliance professional with proven experience in manufacturing, trading, and multi-business unit environments. Strong background in Human Resources management, compensation benefit, industrial relation, organizational development, HR digital transformation, ISO governance, recruitment optimization, and performance management systems. Experienced as HR Business Partner to management, aligning people strategy, governance, and business objectives. Recognized for building scalable HR systems, strengthening compliance culture, and driving measurable operational improvements.

SOFT COMPETENCIES

Compensation & Benefits	People Development	HR Business Partner
Recruitment & Talent Acquisition	Organizational Development	HR Digital Transformation
Industrial Relations	General Affairs Management	ISO 9001/14001/22000/27001/IATF

SYSTEMS

HR information System	Canva	Building Management System
Learning Management System	Microsoft Visio	Dashboard Analytics
Microsoft Office	Project Management	SAP

PROFESSIONAL EXPERIENCE

PT Solusi Prima Packaging (SOPRA Group)
(Plastic Packaging Manufacturing & Mold Maker)

Jun 2025 - Present

HCGA Supervisor

- Overseeing the end-to-end Human Capital lifecycle and General Affairs operations to ensure seamless organizational support.
- Designing and executing Organization Development initiatives, including competency mapping, succession planning, and manpower planning.
- Managing employee training and development programs through Training Need Analysis (TNA) and evaluating training effectiveness.
- Supervising the Compensation & Benefit function, including payroll processing, and BPJS administration.
- Maintaining harmonious Industrial Relations by ensuring compliance with labor laws, managing grievances, and overseeing disciplinary actions.
- Managing General Affairs operations, including building maintenance, asset management, and the procurement of office supplies.
- Supervising third-party vendors and outsourcing partners for security, security, and catering operations.
- Ensuring full compliance and integration of Management Systems, including ISO 9001, ISO 22000, FSSC, Halal, and GMP standards across all HR and facility operations.
- Handling company legalities, operational permits (OSS), and coordinating with government agencies and local authorities.
- Leading the Performance Management System by monitoring departmental and individual KPIs

PT Askara Internal (Banshu Group)
(Automotive Manufacturing, Trading & Services)

Mar 2025 - Jun 2025

Corporate HR & Compliance Supervisor

- Leading the development and alignment of HR policies and organizational structures across all business units.
- Driving People & Organization Development through strategic workforce planning, competency modeling, and talent management initiatives.
- Designing and overseeing the corporate Compensation & Benefit framework, ensuring competitive salary structures and standardized payroll compliance.
- Managing Industrial Relations and corporate communication to mitigate legal risks and maintain a stable labor environment across the group.
- Supervising General Affairs and corporate assets, including facility management, procurement strategies, and third-party vendor contracts.
- Ensuring total organizational compliance and integration of Management Systems, including ISO 9001 (Quality), ISO 27001 (Information Security), ISO 14001 (Environment), and IATF 16949 (Automotive Quality) across all HR and facility operations.
- Acting as the primary liaison for corporate legalities, business licenses (OSS), and regulatory reporting to government.
- Monitoring and evaluating corporate-wide Performance Management Systems (KPIs) to drive strategic goals and operational excellence.
- Standardizing internal regulations and SOPs across the organization to ensure full adherence to the latest labor laws and industry-specific regulations.

HRGA Supervisor & Management Representative

- Executing day-to-end Human Capital operations and General Affairs activities to support daily business unit productivity.
- Implementing People & Organization Development plans at the site level, including tracking employee competencies and coordinating technical training.
- Overseeing site-level Compensation & Benefit administration, ensuring accurate attendance data, overtime control, and timely payroll processing.
- Managing local Industrial Relations by handling employee grievances, maintaining labor discipline, and ensuring compliance with local manpower regulations.
- Controlling General Affairs functions, including facility maintenance, waste management, and the supervision of onsite security and cleaning services.
- Serving as the Management Representative (MR) to ensure the onsite implementation and audit readiness of ISO 9001, ISO 27001, ISO 14001, and IATF 16949.
- Coordinating internal audit schedules, closing non-conformity reports (NCR), and preparing site-specific data for Management Review Meetings.
- Monitoring shop-floor discipline and workplace safety in alignment with automotive and environmental standards (IATF & ISO 14001).
- Managing local permits, business licenses, and maintaining professional relationships with local authorities and community leaders.
- Monitoring business unit KPIs and departmental performance to ensure all operational targets are achieved.

PT Bumimulia Indah Lestari
(Plastic Packaging Manufacturing & Mold Maker)

Feb 2021 - Jun 2021

Internal Auditor & Management Representative

- Serving as the Management Representative (MR) responsible for overseeing the implementation, maintenance, and continuous improvement of ISO 9001, ISO 22000, and FSSC 22000 standards.
- Leading the Internal Audit program by designing audit plans and conducting regular site inspections to ensure compliance with Quality and Food Safety Management Systems.
- Monitoring and verifying the closure of Non-Conformity Reports (NCR), ensuring that root cause analyses are conducted for any food safety or quality lapses.
- Coordinating with external certification bodies and handling surveillance audits to maintain the business unit's FSSC and ISO certifications.
- Facilitating Management Review Meetings by preparing performance reports on audit findings, customer complaints, and food safety objectives.
- Overseeing the Food Safety Team (HACCP Team) to ensure that hazard analyses and critical control points are regularly reviewed and updated.
- Managing the control of documented information, ensuring all SOPs, work instructions, and food safety records are accurately maintained and up-to-date.
- Evaluating and mitigating organizational risks, including food fraud and food defense assessments as required by FSSC 22000.
- Providing internal training and socialization to staff regarding Good Manufacturing Practices (GMP), personal hygiene, and quality awareness.
- Conducting supplier audits to ensure that raw materials and packaging providers adhere to the company's strict food safety standards.

PT Multi Indomandiri (Wings Group)
(Fast-Moving Consumer Goods Manufacturing)

Jul 2018- Dec 2020

QAQC

- Ensuring all manufacturing processes and products strictly adhere to Ministry of Health regulations and internal quality standards to maintain product safety and legal compliance.
- Executing rigorous inspections and laboratory testing of raw materials, in-process production, and finished goods to ensure all chemical and physical specifications are met.
- Developing and maintaining Standard Operating Procedures (SOPs), technical documentation, and laboratory analysis reports to ensure full traceability and audit readiness.
- Leading investigations into product non-conformities or quality failures to identify root causes and implementing strategic solutions to reduce reject rates.
- Overseeing the regular calibration of laboratory instruments and monitoring facility hygiene protocols to guarantee the accuracy of test results and a sterile production environment.

FORMAL EDUCATION

Bachelor's Degree in Management
Buana Perjuangan Karawang University
GPA: 3.73

Karawang, 2021

LANGUAGE

- **Indonesian:** Native or Bilingual Proficiency
- **English:** Professional Working Proficiency (Intermediate)

PROFESSIONAL CERTIFICATION/TRAINING/COURSE

- **Guest Speaker: Career Talk, SMKN 1 Kota Bekasi (Apr 2026)** – Shared professional insights and career development strategies to prepare students for the transition into the workforce.
- **Guest Speaker: Digital Skills for Future Careers, Politeknik Negeri Bandung (Nov 2025)** – Invited as a keynote speaker to deliver insights on essential digital competencies for career advancement and future workforce readiness.
- **Training Awareness ISO 20000-1, Levner (Oct 2024)** – Gained fundamental knowledge of IT Service Management Systems to enhance operational service efficiency.
- **Training Awareness ISO 27001:2022, Levner (Oct 2024)** – Provided a comprehensive overview of the latest Information Security Management System standards for organizational data protection.
- **Internal Auditor ISO 14001:2015, KSI (Sep 2024)** – Completed comprehensive training on conducting internal audits under Environmental Management System standards.
- **Identify Environmental Impacts, KSI (Jul 2024)** – Focused on identifying and assessing environmental impact factors within business operations.
- **Awareness ISO 14001:2015, KSI (Jul 2024)** – Introduction to environmental management system standards and regulatory compliance.
- **Internal Auditor IATF 16949:2016, Tuv Sud (Sep 2023)** – Developed internal auditing skills specifically focused on automotive quality management system standards.
- **Creating a Human Resources Training, Greetday (Mar 2023)** – Expertise in designing and implementing effective corporate training programs tailored to organizational needs.
- **Positive Workplace For Good, Greetday (Mar 2023)** – Explored techniques for fostering a positive workplace culture and improving employee engagement.
- **Strategies for Reducing Stress and Mental Health, Greetday (Mar 2023)** – Focused on stress management techniques and supporting mental health initiatives in the workplace.
- **ISO 14001:2015 and ISO 50001:2018, Tuv Sud (Mar 2023)** – Dual training covering the integration of Environmental and Energy Management Systems.
- **Organizational Development, Value Consult (Sep 2022)** – Specialized in organizational development practices and effective change management strategies.
- **Winning Tactics for Recruiting, Benefits (Sep 2022)** – Advanced recruitment strategies and best practices for high-quality talent acquisition.
- **Quality Management Systems (QMS), BSI (May 2022)** – Specialized training in internal auditing to ensure compliance with quality management system standards.
- **HR Management Officer, BNSP (Jul 2020)** – Professional certification covering comprehensive competencies in human resources management.