

Radarsakha Amnesty

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A qualified and certified in human capital supervisor with 5+ years of experience in recruitment, talent acquisition, people development, payroll, and compensation & benefits. An active individual, detail oriented and have strong willingness to work hard on any type of working environment and low supervisory.

Professional Experience

➤ PT Perkebunan Nusantara III (Persero) - Danantara/BUMN Holding Company

★ Recruitment Specialist • Oct 2025 – Present | South Jakarta, Indonesia

- Managed end-to-end recruitment process for multiple business units, covering manpower planning, sourcing, screening, interviewing, and job offering.
- Successfully fulfilled hiring targets by recruiting 4 projects by **450+ employees** across technical, operational, and corporate roles while maintaining recruitment quality standards for Holding and 10 Sub Holding Company.
- Maintained accurate recruitment data, reports, and documentation to support HR analytics and workforce planning.
- Coordinated onboarding processes and ensured smooth candidate experience from recruitment to employee integration.

★ Talent Management Officer • May 2025 – Oct 2025 | South Jakarta, Indonesia

- Organized and administered assessment centers to support recruitment, promotion, and succession planning for BOD-1, BOD-2, BOD-3 and BOD-4.
- Maintained and managed the company's talent pool database and succession readiness pipeline for **120.000+ employees**.
- Facilitated cross-entity (Inter-BUMN Company) Talent Mobility and coordinated career rotation initiatives.
- Maintained and updated of 47 members of Board of Commissioners (BoC) and Board of Directors (BoD) database for the holding company, subsidiaries, and sub-subsidiaries to support reporting requirements of the Ministry of State-Owned Enterprises (Kementerian BUMN) in total 10 companies.
- In charge for RBB (Rekrutmen Bersama BUMN) process and coordinated with educational institutions throughout all stages of implementation.
- Led handling internship programs, including MAGENTA (Magang Generasi Bertalenta) by BUMN/Danantara and Pemagangan Nasional (Kementerian Ketenagakerjaan) and coordinated with relevant divisions for proper placement.

➤ PT Asuransi Staco Mandiri

★ Human Resource Senior Officer • November 2019 – April 2025 | Central & West Jakarta, Indonesia

- Manage the end to end recruitment process from sourcing and initial outreach to onboarding and collaborate with psychological institute partner to select the best prospective employees.
- Designed and developed SOP of Human Resource Department (payroll business process, recruitment process, learning and development process), job descriptions, organizational structure, and induction training program.
- Designed and execute high-impact talent acquisition strategies to attract, recruit, and retain top-tier talent, aligning workforce capabilities with organizational objectives and long-term growth (Management Trainee and Employment Bond Contract).
- Making, reviewing, and managing employment contract, selection, rotation, promotion, using rating scale method and collaborate with related division head.
- **Oversaw national payroll operations for 16 branches**, managing end-to-end payroll processing including new hires, terminations, prorated salary adjustments, bonuses, and religious holiday allowances, while ensuring payroll accuracy, regulatory compliance, and timely distribution of PPh21 reports across all branches.
- Maintain and reconcile payroll records and collaborate with Finance, Accounting, Tax and Internal Audit to resolve any discrepancies and giving report of cost expenditure from 16 branches and 8 liaison officers on national scale.

★ **[Special Assignment] - Secretary of Annual Business Plan Company** • January 2024 - April 2025

- Giving report employee cost including wages, tax, allowance, and benefits expenditure 16 branches and break them to conventional and sharia transaction.
- Scheduling for weekly meeting, sending email for all division head for giving required format and making minute of meeting (MoM).
- Making narrative and formatting of business plan company report and collaborate with HRGA Head.

★ **[Special Assignment] - Secretary of Koperasi Karyawan (Including Outsourcing Company)** • August 2022 - April 2025

- The primary point of contact for internal and external communications, responding to inquiries in a timely and professional manner.
- Making offering letter about collaboration agreement between Koperasi and company.
- Controlling attendance and overtime all outsourcing employee on national scale.
- Scheduling and making minute of meeting on monthly meeting with Koperasi Superintendent.
- Maintain an accurate and up-to-date filing system for all cooperative documents, including bylaws, membership records, financial reports, and contracts.

➤ **PT Bank Syariah Indonesia (formerly BNI Syariah)**

★ **Assistant Development Program (Customer Service Officer)** • January 2017 – July 2019 | East Jakarta, Indonesia

- Provide excellent customer service by addressing customer inquiries and concerns promptly and efficiently.
- Handling complaint, service recovery and solving the problems with the most customers entire regional office area.
- Provide information by answering questions and requests by customer with **customer satisfaction almost 100%**.

Licenses and Certification

- **BNSP Certified Human Capital Supervisor (2025)**
Badan Nasional Sertifikasi Profesi (BNSP)
- **Competent in Human Capital Supervisor (2025)**
LSP MSDM Universal
- **Comprehensive Human Resource Management at Supervisor Level (2024)**
HRM Indonesia

Education

State University of Jakarta (Universitas Negeri Jakarta)

Bachelor of Psychology • 2012 – 2016

GPA : 3.49 / 4.00

Skills

Soft Skills

- Adaptable
- Critical Thinking
- Negotiation
- Problem-Solving
- Leadership

Hard Skills

- SAP
- ABS Payroll
- HRIS (Talenta)
- Microsoft Office

Languages

- Indonesia – Native
- English – Good Working Knowledge



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. : 70209.3341.0.0027022.2025

Dengan ini menyatakan bahwa,
This is to certify that,

RADAR SAKHA AMNESTY

No. Reg.SDM.516.00441.2025

Telah Kompeten pada :
Is Competent for :

Supervisor Sumber Daya Manusia
Human Capital Supervisor

Pada Bidang Pekerjaan :
In the area of :

Manajemen Sumber Daya Manusia
Human Resource Management

Sertifikat ini berlaku untuk 3 (tiga) Tahun
This certificate is valid for 3 (three) years

Surabaya, 14 Mei 2025
Atas nama (on behalf of) BNSP
Lembaga Sertifikasi Profesi
Manajemen Sumber Daya Manusia UNIVERSAL

Professional Certification Body
Human Resource Management UNIVERSAL



Muhammad Al Irsyad

Direktur (Director)



