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TEDY MUHAMMAD

Professional Recruiter & Assessor



Education

2008 - 2011 SMAN 2 Bogor
08.2012 - 01.2018 Universitas Pendidikan Indonesia
Bachelor of Psychology

Experience

07.2023 - Present

Human Capital Squad Officer in Divisi Transformation Office PT Permodalan Nasional Madani

- Work processes of Transformation Office Division are based on:
 1. Requests from the Board of Directors
 2. Collaboration with relevant divisions
 3. Internal initiatives from the Transformation Office itself
- First project: Career development program for finance staff across PNM units in Indonesia, which included:
 1. Designing and delivering training programs
 2. Conducting assessments and competency evaluations
- Second project: Development of a Culture Activation Program to be implemented at PNM's head office and branch offices nationwide.
- Current Project: Harmonization of bank account reconciliation processes and integration of PT PNM's financial systems into a unified single-core platform to enhance efficiency and data consistency.

07.2019 - 07.2023

Recruitment & Assesment Officer in PT Mitra Utama Madani a subsidiary of PT Permodalan Nasional Madani

1. Leading and managing recruitment and assessment processes for 11 subsidiaries of PT Permodalan Nasional Madani, including the holding company.
2. Conducting employee recruitment, including administering psychological tests and interviews based on user/department needs.
3. Managing recruitment and assessment data, including regular updates to the HRIS system.
4. Analyzing workforce needs based on business development and organizational growth.
5. Monitoring and evaluating employee performance.
6. Overseeing employee needs, performance, and overall work conditions.
7. Establishing partnerships with external agencies to source prospective candidates.
8. Managing fixed-term employment contracts (PKWT).
9. Providing coaching and counseling to employees.
10. Supporting payroll processes, particularly related to employee benefits.
11. Coordinating medical check-ups for new hires and maintaining medical records, including processing and recording medical-related payments.

2015 - 2018

Assessor in Biro Insight, Tridaya Education, PT KIYA Consultant (as an Associate)

Act as client facilitator in assesment, recruitment project, and also assisting the organizational reform process.

About me

A Psychology graduate with over 6+ years of experience in the Human Capital field, particularly in recruitment and assessment.

Certified in Human Capital Staff Competence (BNSP). Passionate about developing human resources to drive organizational growth. Continuously seeking opportunities to enhance my skills and contribute to impactful human capital initiatives.

I am ready to develop my skill and learn more skills for strenghtening my expertise in human capital field. I am challenged to work in human capital field with a high level of job satisfaction.

Training

- 04.2020
Human Capital Staff Certificate of Competence (Manajemen Sumber Daya Manusia) Certified by BNSP

Organizational Experiences

- BEM KEMA Psikologi UPI
Division Staff (2013 - 2014)
Head Of Social Politic Division (2014 - 2015)
- DPM KEMA Psikologi UPI
Division Staff (2015 - 2016)
- KKM Psikologi UPI (2013 - 2017)
- Himpunan Mahasiswa Islam UPI
Division Staff (2014 - 2015)
- UKM MUAY THAI UPI
Member (2014 - 2016)

Skill & Strong Points

- Experienced in full-cycle recruitment.
- Conduct a behavioral event interview.
- Conduct a competency based interview.
- Skilled in administering psychological assessment tools
- Psychological assessment and interpretation
- Contractual agreement.
- Human resources information system (HRIS).
- Organizational development
- Project management
- Proficient in Microsoft Office and general computer applications.