

Eduardus Dwi Indrawan

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About Me

A driven and detail-oriented professional with a strong track record in Human Resources and Sales Operations. Demonstrates high adaptability, active learning agility, and exceptional problem-solving abilities under fast-paced environments. Proven ability to turn operational challenges into strategic growth opportunities through strong cross-departmental collaboration and stakeholder engagement.

WORK EXPERIENCE

PT Kalibesar Raya Utama (Sinarmas Group), Jakarta

Management Development Program – HR Division (October 2023 – Present)

- **End-to-End Talent Acquisition:** Conduct interviews and candidate screenings for the Management Development Program and potential business partners to align top talent with business objectives.
- **Training & Development Management:** Perform comprehensive Training Needs Analysis (TNA) to design structured training plans and execute internal/external corporate learning initiatives.
- **External Strategic Partnerships:** Collaborate with accredited certification bodies to facilitate employee professional development and skill certification programs.
- **HR Data & Administration:** Manage end-to-end recruitment and training administrative data, ensuring operational accuracy and compliance.
- **Cross Functional HR Collaboration:** Collaborating with department managers to optimize human capital development strategies and drive continuous organizational growth.
- **Performance Reporting:** Prepare and present monthly performance metrics evaluating recruitment and training program effectiveness to senior management.

PT Arta Boga Cemerlang (Orang Tua Group), Jakarta

MT Sales Manager (March 2023 – June 2023)

- **Sales Strategy & Team Leadership:** Directed sales teams on target achievements, field operations, and execution quality across key accounts.
- **Key Account Management:** Built strong relationships with potential retail businesses, managed billing operations for large-scale key accounts, and ensured long-term strategic partnerships.
- **Route Optimization & Logistics:** Collaborated with administrative, warehouse, and courier teams to establish optimized trade routes and ensure smooth product delivery.
- **Cross-Functional Alignment:** Partnered with marketing teams to translate field insights and customer feedback into improved market offerings.
- **Sales Analytics & Reporting:** Tracked daily, weekly, and monthly sales performances, account receivables, and operational workflows directly to the Area Sales Manager.

Astra Credit Companies (Berijalan), Yogyakarta

Retail Verification Officer (August 2022 – March 2023)

- **Data Verification & Compliance:** Verified customer data and ensured strict compliance of submitted documents from Sales Officers to maintain risk mitigation standards.
- **Process Acceleration:** Collaborated closely with Team Leaders and Data Analysts to expedite high-priority applications for seamless contract printing and final processing.

INTERNSHIP EXPERIENCE

Ibis Styles Hotel, Yogyakarta

Talent & Culture Staff Trainee (August 2019 – November 2019)

- Maintained and updated employee databases while monitoring work environments to uphold organizational standards, submitting daily reports to the Talent & Culture Manager.

EDUCATION

Atma Jaya Yogyakarta University (2015-2021)

Bachelor of Management in Economics - GPA 3,12 / 4,0

SKILLS

- | | |
|---|----------------------------|
| • Leadership | • Design and Video Editing |
| • Public Speaking | • Microsoft Office |
| • Languages: English, Japanese, Indonesian (Native) | • Social Media Marketing |