



PROFILE INFO

Graduated from Kampus Tercinta – IISIP Jakarta, Institute of Social Sciences and Political Science, Majoring in Public Relations. Has more than 10 years of experience in Education & Learning, as well as People Development.

Place, Date Birth

Denpasar, January 11th, 1991

Religion

Christian

Status

Married

OMEGA IGREYA ABDIPURI K

HR – General Affair – Training & Development



Phone

+62 812 1101 8088



Email

omegaapple91@gmail.com



Address

Jl. Pondok Kelapa Selatan IC
Pondok Kelapa, Jakarta Timur

MY SKILLS

PERSONAL SKILLS

- ✓ Leadership
- ✓ Public Speaking
- ✓ Communication Skill
- ✓ Sales Training
- ✓ Interpersonal Skill
- ✓ Service Excellence
- ✓ Negotiation
- ✓ Agility
- ✓ Team Building
- ✓ Learning Need Analysis
- ✓ Learning Design
- ✓ Learning Evaluation
- ✓ Module Development
- ✓ Competency Development
- ✓ Matrix Competency
- ✓ Coaching & Mentoring
- ✓ Videography + Movie Maker
- ✓ Microsoft Office
- ✓ Photoshop, Lightroom & Canva
- ✓ E-Learning

LANGUAGE SKILLS

English



Indonesia



MY EDUCATION

2009 - 2014



KAMPUS TERCINTA IISIP - JAKARTA

Public Relations – IPK 3.00

WORK EXPERIENCE



SERVICE PERSONNEL ASSISTANT MANAGER

PT. Royal Lestari Utama (Natural Rubber Factory)
December 2025 - Present



TRAINING DEVELOPMENT SR. SUPERVISOR

PT. Daesang Agung Indonesia
December 2022 – November 2025



LEARNING & DEVELOPMENT SR. SUPERVISOR

PT. Sukanda Djaya – Diamond Cold Storage
May 2021 – November 2022



LEARNING PARTNER SUPERVISOR

PT. Erajaya Swasembada Tbk
August 2019 – April 2021



INSTRUCTOR DEALER DEVELOPMENT

PT. PROSPECT MOTOR (Honda Outside Java)
May 2017 - July 2019



YAMAHA ACADEMY & CCS TRAINER

PT. Yamaha Indonesia Motor Manufacturing
Februari 2015 – April 2017

EXPERIENCE DETAILS



SERVICE PERSONNEL ASSISTANT MANAGER

PT. Royal Lestari Utama (Natural Rubber Factory – Samarinda Based)
December 2025 - Present

Service Personnel (HR Function)

1. Ensuring and enforcing employee compliance with all Michelin Code of Ethics and Standards policies.
2. Providing monthly HR reports, Training Hours, Man Hours, Absenteeism, Turnover, and Rewards/Recognition by compiling, processing, and visualizing data.
3. Performing other duties and responsibilities as assigned, including liaising with government offices.
4. Ensuring employees understand their responsibilities and authority to effectively implement all Michelin Code of Ethics and Standards policies.
5. Fostering and maintaining good relationships between employees and the local community.
6. Managing and providing appropriate guidance and coaching regarding general HR queries related to policies, standards, processes, and other general matters—including employee relations and talent development—to create a collaborative work environment.
7. Supporting the talent management process, including annual initiatives such as talent reviews, succession planning, and setting goals and priorities.
8. Taking responsibility for HR administration and the maintenance of other HR systems as needed.
9. Registered and Update employee company in WLKP Portal Department of Manpower and Transmigration.
10. Managed end-to-end industrial relations cases, representing the company in bipartite discussions and tripartite mediations with the Manpower Office (Disnaker) to minimize legal and financial risks.

Training & Development

1. **Training Need Analysis (TNA):** Conducted comprehensive Training Need Analysis across all departments in alignment with the allocated budget.
2. **Implementation Mandatory Training:** Conducted Mandatory Induction and Refreshment training on the Code of Ethics Michelin, Anti-Harassment, Core Values, and Occupational Health & Safety (K3).
3. **ADDIE Methodology:** Executed and monitored the ADDIE (Analysis, Design, Development, Implementation, Evaluation) process for learning programs based on employee competencies and GAP Competencies, corporate values, and business requirements.
4. **Budget Management:** Prepared training budgets and ensured accurate realization and administrative documentation of expenditures.
5. **Vendor Management:** Sourced external training vendors and collaborated with the Purchasing Team for bidding and price negotiations.
6. **Evaluation Reporting:** Prepared detailed training evaluation reports and documentation for every session (In-house and Public).
7. **Material Preparation:** Developed all training materials and supporting documents for in-house training, public seminars, and certification exams.
8. **Audit Support:** Supported internal and external audits (ISO and HSE/K3) by ensuring employee compliance and administrative readiness.
9. **VQC Collaboration:** Partnered with Industrial Engineering to manage the Validate, Qualification, and Certification (VQC) process for all machine line operators.
10. **Supporting and collaborating** in executing training programs organized by Talent Campus Thailand (Hub) to drive Michelin's global learning initiatives.
11. **Sending monthly reminders** to all employees to complete mandatory training on Michelin's Intouch (LMS).
12. **Assisting and guiding** fellow employees in completing and filling out Shared Goals, KPIs, My Priorities, and Competencies on Michelin's Intouch (LMS).

Recruitment

1. **Stakeholder Coordination:** Liaised with Department Heads to identify recruitment needs, including job descriptions and required qualifications.
2. **Job Posting:** Created and published job advertisements for both internal and external recruitment channels.
3. **Initial Screening:** Conducted initial screening of CVs and candidate portfolios.
4. **Assessment & Interview:** Organized and facilitated psychological testing and initial HR interviews.
5. **Interview Coordination:** Scheduled and coordinated follow-up technical interviews with Department Managers (Users).
6. **Candidate Evaluation:** Evaluated candidates based on qualifications, experience, and cultural/technical fit with the hiring department.
7. **Offering Management:** Oversee the offer process, including offer letters and employment contracts issued per Company policy, local laws and regulations
8. **Onboarding:** Coordinated and manage the onboarding and off-boarding process, including organizing cross-departmental Induction Training.
9. Coordinate with Head Office to process all new hire documentation, insurance registration, BPJS Kesehatan, BPJS Ketenagakerjaan, payroll accounts, and attendance systems.

General Affair (GA)

1. **Manage all General Affairs functions daily operation,** including office administration, accommodation, transportation, canteen, security, cleaning services (office & factory), and facility management.
2. **Asset Maintenance:** Managed company assets such as buildings, vehicles, and office equipment to ensure proper utilization and maintenance.
3. **Vendor Management:** Handled vendor-related tasks including bidding, negotiations, contract renewals, and performance evaluations.
4. **Project Oversight:** Supervised vendor projects across office and factory areas, ensuring compliance with Permits and Job Safety Analysis (JSA).
5. **Expatriate Documentation:** Managed monthly reporting for Foreign Workers (TKA) and handled legal documentation including Passports, ITAS, RPTKA, SKTT, and other immigration/labor renewals.
6. **Utility Payments:** Managed and processed monthly payments for surface water (SPOPD), telecommunications, and electricity.
7. **Expatriate Housing:** Arranged and managed accommodation renewals (houses and hotels) for expatriate staff.
8. Coordinate permits, licenses, government relations, and administrative compliance related to operational activities.
9. Manage relationships and performance of GA vendors, contractors, and service providers.
10. Oversee travel arrangements, employee mobilization, and logistics coordination for operational needs.
11. Preparing immigration reports for all visitor documents (visas, passports, tickets, hotel bookings, and transportation) for visitors from Thailand, France, and China to be submitted to the local immigration office.
12. Maintain high standards of cleanliness and neatness across all facilities (factory, office, canteen, warehouse, break room, pond, and employee mess).
13. Conduct inspections to ensure the factory area is free from animals and pests (monitors, cats, snakes, wasps, etc.) to prevent product contamination.

In everything set them an example by doing what is good. In your teaching show integrity, and seriousness

OMEGA IGREYA ABDIPURI K

HR – General Affair – Training & Development

COURSE & T.o.T

- ✓ **YAMAHA ACADEMY**
(Sales Skill 1 & 2)
(Leadership – Supervisory)
- ✓ **SQC – SERVICE QUALITY**
(Enhancing Facilitator Skills)
- ✓ **PROSPECT MOTOR**
(Supervisory Dev. Program)
- ✓ **HINO ACADEMY**
(Safety Driving School)
- ✓ **CATALYST CONSULTANT**
 - (Implementing Quality Management System ISO 9001:2015)
 - (Implementing Food Safety Management System BPOM SMKPO)
 - (Implementing Internal Auditor)
- ✓ **RENTOKIL**
(Pest Awareness)
- ✓ **PT. REI Sistem Indonesia**
(FSSC 22000 – 5.1:2020)
(HACCP – Hazard Analysis Critical Control Point)
- ✓ **KAIZEN**
(Continuous Improvement)

EXPERIENCE DETAILS



PT. Daesang Agung Indonesia

December 2022 – November 2025

TRAINING DEVELOPMENT SR. SUPERVISOR

- Conduct Training Need Analysis (TNA) and aligning with all division about competency employee.
- Design curriculum & matrix competency training.
- Conduct engaging & interactive training sessions, both in person & virtually, to effectively transfer knowledge & Skill to all employees.
- Create & develop training module and manage end to end learning process.
- Creating learning report for the superior and all division.
- Provide Induction Training and General Training to all employees & coordinate with subject matter expert division.
- Monitor & evaluate training sessions to measure their effectiveness & make necessary adjustment for improvement.
- Create and design a National Sales Skills Program.
- Design & propose training budget, seeks and obtains funding approval, and control cost against budget.
- In charge internal auditor Collaboration with QS division for Implementing Food Safety Management System (BPOM SMKPO).
- Measure ability product knowledge & selling skill to sales MT, GT & (HORECA).
- Implementing RTM (Route to Market) program to sales capability in Regional Area.
- Collaboration with a few distributor for refreshment training to sales sales distributor.

In everything set them an example by doing what is good. In your teaching show integrity, and seriousness

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HR – General Affair – Training & Development

PROJECT PORTFOLIO

INTERNAL

- **PT. DAESANG AGUNG INDONESIA**
(Internal Auditor ISO 9001 : 2015)
(Master of Ceremony)
(Driver RTM Sales Program)
- **PT. SUKANDA DJAYA - DIAMOND**
(Driver Competency)
(Master of Ceremony)
- **PT. ERAJAYA SWASEMBADA, TBK**
(New Sales Erajaya Retail)
(People Dev. Erafone n' More)
(Apple Master Each Store)
(Erajaya Increasing Program)
(EMIL – Erajaya Micro Learning Go to School)
- **PT. PROSPECT MOTOR**
(National Sales Contest)
- **PT. YAMAHA INDONESIA**
(Customer Satisfaction)
(Yamaha Customer Day)
(Yamaha Grebeg Desa)
(BYMS - BlueCore Yamaha Motor Show)

EXTERNAL

- **HIMA PUBLIC RELATIONS - IISIP**
(How to Win The Negotiation)
(Networking in our Life)



PT. Sukanda Djaya (Diamond Cold Storage)

May 2021 - November 2022

LEARNING & DEVELOPMENT SR. SUPERVISOR

- Conduct Learning Need Analysis (LNA) and aligning with All Division about Competency Employee
- Design Curriculum & Syllabus based on ADDIE models
- Create & Develop Training Module
- Manage end to end Learning process
- Manage Administration of the Learning Program
- Creating Learning report for the superior and All Division
- Provide Induction Training & General Training to Employees
- Evaluate Learning Based on Kirkpatrick Models
- Create and Design a National Sales Skills Program
- Facilitating Learning Competency for Driver Distribution
- Maintenance KPI Learning All Divisions and Branch
- Create a Training Result Certificate



PT. Erajaya Swasembada. Tbk

August 2019 – April 2021

LEARNING PARTNER SUPERVISOR

- PIC to Provide Handling New Sales Erajaya Retail Training
- Report Training Activity for the Superior and Operational Team
- Define and Develop Comprehensive Program for Soft Skill Training
- Create Product Knowledge or Soft Skill Module for Weekly Quiz Sales
- Improve "Learning Status" Sales in Area Store
- Reminder Weekly Quiz Sales & Store Leaders in Area
- Reminder Learning Journey Process for Leader in Area Store
- Working with Operation Team Sales in Area for Training Needs and Schedule Training Sessions
- Responsible Visit Store in Area for makesure SOP, Soft Skills, and Product Knowledge Roleplay to Ensure Excellence Service
- Coaching and Mentoring for Sales Under Performance in Area
- Create and Develop Video Training for E-Learning

In everything set them an example by doing what is good. In your Teaching show integrity, and seriousness

OMEGA IGREYA ABDIPURI K

HR – General Affair – Training & Development

HOBBY



Watching Movies



Listen to Music



Jogging



Reading



Traveling



HONDA

PT. Prospect Motor (Honda Outside Java)

2017 - 2019

INSTRUCTOR DEALER DEVELOPMENT

- Measure Ability to Selling Skills & Product Knowledge to Sales Dealer
- Prepare, Coordinate, Conduct Training Activities to Sales Dealer
- Training New Product Development to All Dealer Outside Java
- Reminder Weekly Quiz Sales with SPV All Dealer Outside Java
- Recap & Report Result Weekly Quiz Sales to Branch Manager Dealer
- Prepare Sales Contest All Dealer National to Jakarta



PT. Yamaha Indonesia Motor. Mfg

2015 - 2017

YAMAHA ACADEMY & CCS TRAINER

- Visit Dealer in Area for makesure Soft Skills & Product Knowledge Sales
- Develop and Manage Training Budget
- Execute Training Selling Skill dan Product Knowledge to Sales Dealer
- Survey Customer Satisfaction Index to All Dealer Area
- Training New Product Development to All Dealer Area
- Support Promotion Tim for Education SPG Event
- Support Promotion Tim for POP Material to All Dealer Area
- Briefing Sales Tim measure Product Knowledge in Event BYMS Motorshow
- Responsible Visit Dealer Area for makesure SOP, Soft Skills, and Product Knowledge Roleplay to Ensure Excellence Service

TRAINING CERTIFICATE



CERTIFICATE



PT. YAMAHA INDONESIA MOTOR MANUFACTURING

Menyatakan Bahwa :

Omega Igreya Abdipuri



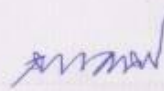
Telah Menyelesaikan

Training to Trainer Bronze (Saleskill 1)

Dilaksanakan pada tanggal 27-28 Januari 2016
di Head Office PT. YIMM Jakarta



Antonius Widianoro
Manager



Sutarya
Director

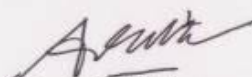
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Sertifikat Ini Diberikan Kepada

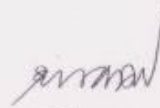
OMEGA IGREYA



Sebagai Bukti Telah Mengikuti TRAINING TO TRAINER SALES SKILL II Dari Yamaha Institute
Pada: 23 s/d 24 Januari 2017



Antonius Widianoro
Manager



Sutarya
Director



Certificate

PROUDLY PRESENTS THIS CERTIFICATE TO

OMEGA IGREYA

In recognition of your participation in the TRAIN TO TRAINER

SILVER 1 - SUPERVISORY

PT. YAMAHA INDONESIA MOTOR MANUFACTURING

6 March 2017


ANTONIUS WIDIANTORO
MANAGER


SUTARYA
DIRECTOR



IHATEC
Indonesia Halal Training and Education Center

Sertifikat

Diberikan kepada:

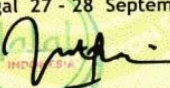
Omega Igreya Abdipuri K
PTSUKANDADJAYA

Sebagai peserta dan menyatakan :

Lulus

**Pelatihan Refreshment Penerapan Sistem Jaminan Halal
Dan Update Regulasi Halal**

yang diselenggarakan secara Online Indonesia Halal Training and Education Center
Pada tanggal 27 - 28 September 2021


Evrin Lutfika
Direktur



0019077

Serial Number : 2023159804
Issue Date : 29th March 2023



Certificate of Completion

THE CERTIFICATE IS PROUDLY PRESENTED TO

Omega Igreyja Abdipuri

has followed Classroom Training and Workshop of
Implementing Food Safety Management System BPOM SMKPO
Jakarta, 23rd - 24th February 2023



2023159804

Jamal Zamrudi
Trainer & Consultant

"Certificate of Attendance" is a certificate issued for trainee
who attended the training session conducted by Catalyst Consulting
"Certificate of Completion" is a certificate issued for trainee
who completed the training session conducted by Catalyst Consulting

Catalyst Consulting
PT. Mitra Kualitas Abadi, Ruko Golden Karawaci No. 53 Sukabakti, Curug, Binong, Tangerang

Serial Number : 2023159540
Issue Date : 29th March 2023



Certificate of Completion

THE CERTIFICATE IS PROUDLY PRESENTED TO

Omega Igreyja Abdipuri

has followed Classroom Training and Workshop of
Implementing Quality Management System ISO 9001:2015
Jakarta, 22nd February 2023



2023159540

Jamal Zamrudi
Trainer & Consultant

"Certificate of Attendance" is a certificate issued for trainee
who attended the training session conducted by Catalyst Consulting
"Certificate of Completion" is a certificate issued for trainee
who completed the training session conducted by Catalyst Consulting

Catalyst Consulting
PT. Mitra Kualitas Abadi, Ruko Golden Karawaci No. 53 Sukabakti, Curug, Binong, Tangerang

Serial Number : 2023134045
Issue Date : 26th May 2023



Certificate of Completion

THE CERTIFICATE IS PROUDLY PRESENTED TO

Omega Igreja Abdipuri K

has followed Classroom Training and Workshop of
Internal Auditor Food Safety and Quality Management System
BPOM SMKPO Certification and ISO 9001:2015 based on ISO 19011:2018 Requirements
Jakarta, 4th - 5th May 2023



2023134045

Jamal Zamrudi
Trainer & Consultant

"Certificate of Attendance" is a certificate issued for trainee who attended the training session conducted by Catalyst Consulting
"Certificate of Completion" is a certificate issued for trainee who completed the training session conducted by Catalyst Consulting

Catalyst Consulting
PT. Mitra Kualitas Abadi, Ruko Golden Karawaci No. 53 Sukabakti, Curug, Binong, Tangerang

Internal Auditor Food Safety and Quality Management System
BPOM SMKPO Certification and ISO 9001:2015 based on ISO 19011:2018 Requirements
Training and Workshop
Jakarta, 4th – 5th May 2023

Day #1	
08.00 – 08.15	Opening
08.15 – 10.30	Concept of Internal Auditor FSQMS BPOM SMKPO Certification and ISO 9001:2015 based on ISO 19011:2018 Requirements
	Audit Principles
	Internal Auditor Competences
10.30 – 10.45	Internal Auditor Preparation
	Short Break
	Internal Audit Program
10.45 – 12.00	Checklist Preparation
12.00 – 13.00	Lunch Break
13.00 – 15.00	Conducting Internal Audit
15.00 – 15.15	Discussion and Wrap Up day #1
Day #2	
08.00 – 08.30	Overview day #1
08.30 – 10.30	Reporting Internal Audit Result
10.30 – 10.45	WORKSHOP: Internal Audit Report Writing
	Short Break
	Follow Up to Internal Audit
10.45 – 12.00	Follow Up to Internal Audit
12.00 – 13.00	Lunch Break
13.00 – 13.30	Discussion
13.30 – 15.30	EXAM: Internal Auditor FSQMS BPOM SMKPO Certification and ISO 9001:2015 based on ISO 19011:2018 Requirements
15.30 – 15.45	Closing



No. LPKCCT-20220538

PIETER ANDRE

KETUA PELAKSANA LPK
PT HINO MOTORS SALES INDONESIA



CERTIFICATE of ACHIEVEMENT

Omega Igreya Abdipuri K.

Main Dealer Honda Luar Jawa

HAS COMPLETED

Supervisory Development Program

PT Prospect Motor, July 19th - 20th, 2019

M. FIRDAUS MARTHADINATA
DIRECTOR

HR WIKIpedia Indonesia

Certificate of Training

No. 13109/IV/HRWIKI/2026

This is to certify that

Omega Igreya Abdipuri K.

Telah Mengikuti Bimtek & Uji Kompetensi
Berhak Gelar Non Akademik "CPGA"

has successfully completed

HR WIKIpedia Indonesia Learning & Training

**"Certified Professional General Affairs"
(CPGA)**

Trainer / Facilitator:

Suryo Adityo, SE., CHRM., CETP., CPS

on 20 April 2026



[Signature]
Miki KTJ
HR WIKI DIRECTOR