

# NATHALIE WIDJAJA

## Senior Human Resources Manager

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### SUMMARY

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Seasoned Senior Human Resources Manager with over 15 years of experience in all aspects of HR management. Proven expertise in talent acquisition, employee relations, performance management, and organizational development. Skilled in implementing HR strategies to attract, develop, and retain top talent while fostering a positive workplace culture. Strong leadership abilities with a focus on driving organizational success through effective HR practices.

### EXPERIENCE

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#### PT Human Capital Solutions - Jakarta, Indonesia

Senior Human Resources Manager (January 2015 - Present)

- Developed and implemented HR strategies, policies, and programs to support organizational goals and objectives, including recruitment, onboarding, training, and performance management.
- Managed the full recruitment lifecycle, from sourcing and screening candidates to conducting interviews and negotiating offers, ensuring the hiring of top-quality talent to meet business needs.
- Led initiatives to enhance employee engagement, satisfaction, and retention through the implementation of rewards and recognition programs, career development opportunities, and employee wellness initiatives.

#### PT PeopleFirst Solutions - Jakarta, Indonesia

Human Resources Manager (June 2008 - December 2014)

- Oversaw day-to-day HR operations, including employee relations, benefits administration, and HRIS management, ensuring compliance with labor laws and company policies.
- Implemented performance management processes, including goal setting, performance reviews, and feedback mechanisms, to drive employee development and accountability.
- Facilitated training and development programs to enhance employee skills and competencies, supporting career progression and succession planning efforts.

### EDUCATION

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#### UNIVERSITAS TARUMANAGARA (2002 - 2006)

Bachelor of Business Administration in Human Resource Management – GPA 3.3

### CERTIFICATIONS

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- Professional in Human Resources (PHR)
- SHRM Certified Professional (SHRM-CP)

### SKILLS

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| • Talent acquisition and recruitment         | • Organizational development           |
| • Employee relations and conflict resolution | • HR policy development and compliance |
| • Performance management and appraisal       | • Leadership and team management       |