



Muhammad Sobir, S.Ds

General Affairs | Human Capital | Designer

EXECUTIVE SUMMARY

A Bachelor of Design faculty with expertise in Visual Design. Highly individual with high adaptability & analytical who would strive in a dynamic working environment. Extensive knowledge of HRGA, Compensation & Benefit, Payroll, and Designer. Also strong in administer health care & welfare program, SIPP (BPJS Ketenagakerjaan) and E-DABU (BPJS Kesehatan).



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PERSONAL

Place Of Birth : Serang
Date Of Birth : April 26th, 1985
Marital Status : Married
Religion : Moslem

EDUCATION

- Universitas Komputer Indonesia
Faculty Of Design
2003-2010
- SMAN 2 Krakatau Steel
2000-2003

ORGANIZATION

- HIMA DKV UNIKOM 2008-2009
- DKM Jabal Rahmah 2014-2019
- DKM Al Fathu 2015-2018

WORK EXPERIENCE

HUMAN CAPITAL OFFICER

PT. Buana Centra Swakarsa | Des 2020 – Present

- Hiring and recruitment.
- Preparing employment contract, renew contract, monitor extension contract.
- Manage employee database (HRIS & BES).
- Support people development and training
- Mutation, demotion and terminations of employment.
- Absences and payroll recap.
- Manage new employee needs such as training, medical check up, uniform, ID card, name tag and name card if needed.

PAYROLL OFFICER

PT. Buana Centra Swakarsa | Jan 2017 – Apr 2020

- Process of implementing salary payment, starting from preparation, input, processing, checking, payment.
- Perform payroll reporting processes related to SPT reports, payments to banks, E-Dabu & SIPP reports – BPJS Employment.
- Process all administrative processes related to the payroll process.
- Carry out the filing of all payroll data that is his responsibility.
- Maintain HRIS & BES for employee database and other duties as assigned.

BENEFIT OFFICER

PT. Buana Centra Swakarsa | Nov 2013 – Jan 2017

- Managing all employee expenses related benefit such as medical reimbursement, insurance, BPJS, etc
- Register, update, and calculated employee data for BPJS



SKILLS

- HRIS
- Ms. Office
- Design (CorelDraw)
- SIPP (BPJS Ketenagakerjaan)
- E-DABU (BPJS Kesehatan)
- Payroll

PERSONALITY

- Team Player
- Trustworthy
- Time Management
- Focus
- Responsible
- High Discipline
- Self Motivated

- Monitoring government regulations related to UU ketenagakerjaan, legislation, and benefits trends
- Maintain good communication and coordination with third parties such as hospital, BPJS, etc
- Handling welfare health administration such as SIPP and E-DABU
- Handling medical check up for employee

HRGA STAFF

PT. Jasa Mandiri Techgraha I Mar 2012 – Nov 2012

- Support employee recruitment
- Handling staffing administration
- Recap employee attendance
- Manage employee data and general administration
- Register, update, and calculated employee data for BPJS
- Other dutties as assigned
- Arrange and involvement meeting with third parties

TEACHER & ADMINISTRATION

MTs Al Fathu I Oct 2010 – Nov 2013

- Teaching according to the curriculum.
- Preparing lessons and carrying out basic administrative duties
- Attending bi-monthly teacher meeting and workshop
- Other dutties as assigned.

TRAINING & CERTIFICATION

- 2019 - Pelatihan Manajemen Masjid
- 2018 - Examples Of The Excellent
- 2017 - Membuat Struktur & Skala Upah
- 2017 - The Extraordinary Team Building
- 2016 - Ketentuan COB Dalam Program JKN – KIS
- 2015 - Penatalaksana Trauma Ditempat Kerja Terkait JKK

ACHIEVEMENTS

- 2019 - Continuous Improvement Program (CIP)
- 2018 - Example Of Excelent – E Payslip
- 2017 - Best Employee Of The Year BCS Logistics
- 2016 - Pengguna Aplikasi E-Dabu & Pelaporan Data Peserta Valid Sesuai Format BPJS Kesehatan

REFERENCES

- Dede Aryanto HC General Manager BCS Logistics 0818690501
 - Denardo HC Manager BCS Logistics 087809420979
 - Andi Seto HR Manager Danone Aqua Klaten 08121234321
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