

# HUMAIRAH BACHMID

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## PROFILE

A professional with 1 year of experience working in HR and legal, and 3 years of administrative experience. Prioritize work ethic, thoroughness, responsibility, and consistency in completing every job. Ability to use edabu and SIPP applications. Familiar with administration, communication, law, and HR. Teamwork skills, hard work, competence, and good communication. Dedicated and highly motivated to develop professionally. Committed to delivering the best performance.

## EDUCATION

### BACHELOR OF SCIENCE IN LAW (S.H)

2015 – 2019 / Pancasila University / Indonesia

### SENIOR HIGH SCHOOL, MAJORING IN SCIENCE

2012 – 2015 / SMAIT Fajar Hidayah / Indonesia

## WORK EXPERIENCE

### HRD AND LEGAL / PT. TURKI SENTRA NIAGA

2023 – Present

- Develop an annual recruitment plan based on the company's workforce requirements.
- Coordinate selection tests and follow-up interviews with relevant department managers.
- Resolve employee issues or conflicts and facilitate communication between management and employees.
- Ensure the company complies with all applicable laws and regulations, both at local and national levels.
- Manage the administration of BPJS Health and BPJS Employment membership for all company employees.
- Prepare new employee employment contracts in accordance with laws and regulations and company policies.
- Conduct research and provide legal opinions needed by the company.

### ADVOCACY INTERNSHIP / FAHMI H. BACHMID & PARTNERS

2019 – 2023

- Conduct legal research to support cases and projects being handled by the firm.
- Draft legal memoranda based on research results for use by senior advocates.
- Assist in drafting agreements, contracts, and other legal documents required by clients.
- Systematically organize and archive legal documents for easy access and retrieval.
- Assist senior advocates in preparing materials and documents for hearings.

## ORGANIZATIONAL EXPERIENCE

- General Treasurer, Moot Court UKM (2017 - 2018)
- Committee, Up Student Exchange Management (2017)
- Internal Treasurer, Moot Court UKM (2016 - 2017)
- Committee, Management of Legal Profession Introduction Study Program (2016)

## TRAINING AND CERTIFICATE

- LIA Language Institute
- English 88
- Advocate Professional Special Education
- Basic Human Resources

## ACHIEVEMENT

- Student Exchange to University of Malaya, Malaysia (2017)

## EXPERTISE

### HARD SKILL

- Microsoft Office (Word, Excel, and PowerPoint)
- Administration, Teaching, Communications, Legal Studies, and HR

### SOFT SKILL

- Working with Teams and Individuals
- Time Management and Responsibility
- Adaptable and Communicative
- Discipline, Leadership, and Problem Solving
- Critical Thinking, Multitasking, and Thoroughness

### LANGUAGE SKILL

- Indonesia (Active)
- English (Proficient)