



Sandi Sukma

HRD | Headhunter | General Affairs

Experienced in Human Resources with a demonstrated history of working in the Fast Moving Consumer Goods (FMCG), Car Rental, Software House, Bodywork, Heavy Equipment and Medical Equipment



South Tangerang, Banten



sandisukma21@gmail.com



[Sandi Sukma](#)



[+6285155010404](tel:+6285155010404)

Work Experience

HRGA Supervisor • PT Oricare Medical Indonesia

June 2024 - Currently

PT. Oricare Medical Indonesia is an Indonesia subsidiary of BEIJING AEONMED., LTD. Our Products have been accepted by worldwide and have save thousands of life.

My responsibilities are:

- Handling medical and social insurance procedures for subsidiary employees, as well as system operations.
- Developing local SOPs in accordance with Indonesian government requirements.
- Employee Performance Management: Creating performance charts for different positions and conducting monthly assessments.
- Employee contract management, onboarding and offboarding processes, risk control.
- Employee salary calculation, personal tax computation.
- Management of business travel, leave, and other attendance statistics.
- Recruitment.
- Monthly office payments (internet, electricity, property fees, etc., and other office supply purchases).
- Warehouse management. (Registered under the health department) (Shipping process to the warehouse, communicating with customers about shipping information and procedures for lending and returning equipment).
- Handling import matters for subsidiary company orders. (Reviewing PO, PI, SC, handling the stamping process, coordinating with freight forwarders for Forme customs clearance document preparation and submission, tracking Indonesian cargo shipments for customers, various document signing and stamping processes, document management).
- Other administrative tasks.

HR Generalist • PT Universal Traktor Indonesia

Nov 2022 - May 2024

PT Universal Traktor Indonesia (ULTI) was founded in 2018, envisioned to be the market leader in Lifting Equipment business. Despite being a new company, our team is full of people with many years of experience in the Heavy Equipment industry. We strive to provide high quality machines and services to our customers all across Indonesia. We strive to be the ULTImate Lifting Solution.

My responsibilities are:

- End to end recruitment
- Handling business trip
- Claim benefit employee
- Making and renewal employee contract (internship, freelance, PKWT, PKWTT)
- Assessment and evaluation of employee performance

- Fulfilling employee's needs and company facilities
- Making reports weekly and monthly about HR & GA
- Handling companies insurance (BPJS Kesehatan, Ketenagakerjaan)
- Maintaining an operational cars
- Making relationship with another vendor for hiring (Boothcamp, Outsource)
- Build relationship with universities for recruitment internship program and job fairs
- Handling social media and job portal
- Manage HRIS (Talenta)

Freelance Headhunter • PT Mobilitas Digital Indonesia

Oct 2022 - Jan 2024

Moda driven by Mobilitas Digital Indonesia is an initiative from Astra and Toyota to serve Indonesia society in mobility service.

HRGA Officer • PT Klik Teknologi Indonesia (Klikdaily)

2020 - Nov 2022

Klikdaily is Indonesia's leading online wholesale and micro-retail platform. Klikdaily has partnered with more than 300 national and local brands, and is present in more than 210 sub-districts in Indonesia.

Licenses & certifications

Internal Audit Training ISO 9001:2015 & ISO 45001:2018 Based on ISO 19011:2018
MSI Training & Consulting
Issued Oct 2023

Certified Human Resources Professional
Atma Jaya Catholic University of Indonesia
Issued Jul 2024

Kursus Keselamatan dan Kesehatan Kerja (K3) Basic Factory
Rewata Consultant
Issued Oct 2020

References

Frida Corry Octarina
HRGA Manager (Klikdaily)
Phone: +628111313789

Education

2015 - 2019
Universitas Islam Bandung
Management