

CURRICULUM VITAE

PERSONAL DETAIL

Name : JAHJA
Place & Date of Birth : Jakarta, March 28th 1979
Gender : Male
Religion : Catholic
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EDUCATIONAL BACKGROUND

- Master of Business Administration from Peking University (2015 – now)
- Master of Management from Universitas Pelita Harapan (2015 – now)
- Bachelor Degree – Economic Accounting (1997 – 2001) from Widya Mandala Catholic University Surabaya with GPA : 3.32

PROFESSIONAL EXPERIENCES

HEAD OF TALENT ACQUISITION & DEVELOPMENT (October 2012 – present)

PT. LIPPO KARAWACI, TBK

The largest listed property company in Indonesia by assets, revenue and net profit, with a highly focused, unique and integrated business model. The subsidiaries are Lippo Homes, Lippo Malls, Siloam Hospital, Aryaduta Hotel & Leisure, Asset Management (FirstREIT & LMIRT). (www.lippokarawaci.co.id)

Responsibilities :

1. To place best talent in a timely and cost effective manner, adopt best practice recruitment initiatives across company and build the employer brand to attract talent.
 - Work closely with all business leaders to determine strategic hiring needs and ensure that the operations are aligned to the strategic needs.
 - Establish good relationships with the business leaders & units understanding the needs of all stakeholders and translate the understanding to enhance the effectiveness of the sourcing function.
 - Capture feedback from the customer segments on an ongoing basis and ensure that the feedback is acted upon to bring in operational effectiveness.
 - Focus on effectively balancing internal talent movement with external hiring
2. To develop organizational structure, policy, process and initiatives to meet company aspirations on talent management, career development, succession planning and management development in line with the talent / learning and development strategies.
 - Build the organization structure and develop job description and measurement for each position in the company.
 - Drive team to assess processes, procedures and systems, to determine the most cost efficient way of delivering services while achieving the highest levels of satisfaction of business.
 - Build and manage database of talent in appropriate HR Information System
3. To develop performance management improvement strategies and core competencies.
 - Develop and manage performance evaluation, structure evaluation, succession planning, and career tracking initiatives.

- Partner and collaborate with field and corporate leadership to implement performance management strategies
 - that support the accomplishment of strategic business objectives and provide meaningful feedback to all team members.
 - Partner to modify/redesign plans, systems, tools, processes and procedures that maximize the efficiency, effectiveness, and impact of the Performance Management process while reinforcing behaviors necessary for the growth and development of team members.
4. To ensure talent management process & strategy including talent reviews, identification of top talent, succession planning, development planning and cascading of the Talent Management Process
- Partner and collaborate with field and corporate leadership to identify and assess talent management needs, and create content and tools.
 - Manage the organization's Talent Review activities, ensuring that corporate and field leaders' development is thoughtfully considered and appropriate action is taken.

GM OPERATION (September 2011 – September 2012)

PT. FROGGY EDUTOGRAPHY

A non formal education institution that focusing on explore and develop multiple intelligence for children (www.froggyedutography.com).

Responsibilities :

1. Setting the business direction to align with corporate vision and mission.
2. Oversee the project construction and development of school building.
3. Manage the human resources, production and education department.
4. Manage day to day operation aspect.

HR & GA OPERATION MANAGER (March 2010 – September 2011)

PT. PARASTAR ECHORINDO

An authorized distributor for Nokia mobile phone (www.sentraponse.com) and also handled its subsidiaries (PT. Sentra Ponselindo PT. Bintang Mahameru Utama, PT.Dino Logistics Perkasa, PT. Aneka Usaha Unggul)

Responsibilities :

1. Manage manpower planning and optimization and the full cycle of the recruitment process.
2. Implement compensation/incentive programs and benefit plans.
3. Deploy effective processes for succession planning, performance management and career development.
4. Develop organization development and organization restructuring.
5. Manage employee relations and staff welfare issues.
6. Provide guidance to management on all human relations matters.
7. Handling general affair matters.

HR MANAGER (March 2009 – March 2010)

PT. TARZAN TRIMANUNGGAL (TARZANPHOTO)

A photography company with more than 60 years of experience in photo and bridal at Jakarta (www.tarzanphoto.com)

Responsibilities :

1. Develop and implement appropriate HR strategies, policies, systems and practices which support high standards and professionalism, and which are aligned both with local employment legislation and with the values of the corporation.
2. Manage manpower planning and optimization.
3. Manage the full cycle of the recruitment process.
4. Implement compensation/incentive programs and benefit plans.

5. Manage employee relations and staff welfare issues.

CONSULTANT (May 2007 – March 2009) deployed & worked for PT. PERTAMINA EP REGION JAWA
PT. ANDREW TANI INDONESIA

Management Consulting company at Jakarta with the endeavor to self-transform and attain sustainable profitability to its client. (www.andrewtani.com).

Responsibilities :

1. Develop solution concepts for the client and monitoring the solution's implementation.
2. Giving advice and training about the solution tools to the client.
3. Assist client's management to achieve their vision and act as co-leader in transformation program.
4. Maintain PCDDA Program and 7 Focus for Excellence Performance at Pertamina EP Region Jawa.

REGIONAL HUMAN RESOURCES MANAGER (February 2006 – April 2007)
PT. ARTA BOGA CEMERLANG (ORANG TUA GROUP)

Subsidiary of Orang Tua Group, a distribution company of fast moving consumer goods at Denpasar, Bali. (www.ot.co.id)

Responsibilities :

1. Plan, develop and manage the administration and operation of the Human Resources Division.
2. Development, implementation and maintenance of HR policies, systems and procedures
3. Management of recruitment and selection process.
4. Oversee the training and development procedures.
5. Provide advice and guidance to line managers on all employment matters and deliver a high quality HR and payroll service to managers and staffs.
6. Gather, interpret and report data regarding change in employment legislation and industry trends.
7. Coaching, counseling and mentoring employee on personal matters, work related problem, personnel benefit policy and procedures.
8. Research, analyze and prepare reports and make recommendations regarding salaries and benefit programs.

SENIOR ADMINISTRATION EXECUTIVE (January 2003 - February 2006)
SUPERVISOR PROJECT & ADMINISTRATION (April 2001 – December 2002)
PT. MULYA ADHI PARAMITA (DOVECHEM GROUP)

Subsidiary of Dovechem Group, a distribution company of chemical, solvent, formalin, PVAc, Resin at Surabaya (www.dovechem.com)

Responsibilities :

1. Manage the administration and operation of the Human Resources Department.
2. Manage the operation of Warehouse and Logistic Department.
3. Gathers, analyze and doing data research for business analyst and market intelligence.
4. Supervise IT Department for implement Management Information System with ORACLE.
5. As Management Representative (MR) for implementation in ISO 9001.