

Ade Supriatna S.Ip

Taman Cibinong Asri

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**OBJECTIVE**

Working the best of my ability and maintain my adversity to gain more quality in my skill to the company and to steadily progress in the management field, especially in a stable company with wide business interest with opportunity for career and personal development consistent with ability to contribute.

WORK EXPERIENCES**PT. DHL SUPPLY CHAIN INDONESIA****Human Resources Business Partner Senior Executive (Jan 2014 – Present)**

Direct Report to : HR Director

Dotted line to : General Manager Of Operation

Overall Role Profile	Manage the implementation of Human Resources strategic and tactical interventions and support the management in developing active to strengthen Company position as an employer of choice. Provide advice and services, review and propose HR policies and practices to ensure innovation in a competitive and cost effective manner. Influence line management to treat people in respect and result approach
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Accountabilities	Key activities	Overall goals / Typical measures
Customer - Internal	<p>BPHR Manager, Resourcing Manager, Compensation and Benefit Manager, Learning and Development Manager, IR Manager, Talent and OD Manager, HR Director, and Country Management, Operations Leaders :</p> <p><u>Resourcing, Recruitment Policies and Procedures:</u></p> <ul style="list-style-type: none"> ♦ Find out no of man power required within the Business Unit under his / her supervision and advise the Resourcing Manager in Head Office on regular basis ♦ Ensure employees selection at sites are conducted in a structured and systematic approach to meet HR policy, local legislation and managed in a cost effective way to meet time requirements. <p><u>General Administration and Reporting</u></p> <ul style="list-style-type: none"> • Ensure that employee administration are updated and accurate for both Organic employees and or 3rd party under BPO vendors • Response and provide required report to Head 	<ul style="list-style-type: none"> • Effective Proactive Resourcing implementation • Effective selection process • Accurate and updated information

	<p>Office in accurate, reliable and on timely manner</p> <p><u>Compensation and Benefit</u></p> <ul style="list-style-type: none"> • Maintain the compensation and benefit policy implementation in every site under his/her supervision • Responsible for preparing administration supporting documents for Employee Status Change proposals • Provide information for C&B team in Head Office on the Minimum Wages update every year, and will be responsible to monitor the implementation for both Organic employees as well BPO vendors • Provide information for C&B team in Head Office on any employee changes such as marital status, family update etc. • Be the point of contact for any information regarding the implementation of medical policy, BPJS, Jamsostek claim etc, with alignment with C&B team in Head Office. <p><u>Site Operations Manager</u></p> <ul style="list-style-type: none"> • To facilitate site operation management in order to ensure the achievement of HR standard and processes compliance, as well deliver the people agenda <p><u>Industrial and Employee Relations</u></p> <ul style="list-style-type: none"> • Be aware of any employee grievances at the sites under his/her supervision, for the serious cases will need to align with Industrial Relations Manager in Head Office • Ensure compliance of the implementation of Company Policies and regulations, and code of conduct. • Be participate in providing input, changes and improvement for Company Regulations renewal • Provide local support for any update regarding Industrial relations issues, community issues at the sites under his/her supervisions • Maintain strong relationship with local authorities, union leaders, LSM, community leader, Man Power Department office and other related function that may impact the operations in the sites • Be updated of the new regulations related to Man Power Law, Outsourcing, Overtime, Minimum wages, and others. • Ensure LKS Bipartit are conducted regularly in the sites • Update the yellow notice board with recent and updated information about the people, company and customer • .Ensure high Employee Opinion Survey (EOS) response rate and EOS follow up action plan is clearly monitor <p><u>Learning and Development</u></p>	<ul style="list-style-type: none"> • Consistent approach across sector and area • Updated information and on time implementation • Updated and reliable employee database • Minimize industrial relations issues. • Network development • Maintain compliance of the new regulations • Maintain employee engagement on the required level
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	<ul style="list-style-type: none"> • Ensure the mandatory training are rolled out in the sites under his/her supervisions and monitor the training hours as targeted by Learning and Development • Be the coordinator of any in house training arrange in the sites under his/her supervision • Be responsible for the induction training for new hires at the sites. • Support to any queries related to employment issues, dispute etc to maintain healthy Industrial relation and employee relations at all levels <p><u>OD and Talent Management</u></p> <ul style="list-style-type: none"> • Be aware of any organizational changes related to business growth, customer changes • Update the sites organizational chart every time the changes is there and update it regularly to Head Office • Actively support the key talent in his/her sites for future development in coordination with OD and Talent Management Manager and Resourcing Manager at Head Office <p><u>Others</u></p> <ul style="list-style-type: none"> • Be the Site HR Leaders for any new project implementation under his/her area • Perform any other task or duties as requested by HR Business Partner and or HR Director 	<ul style="list-style-type: none"> • Meet the targeted training hours • Updated sites information • High internal fill rate • Smooth implementation and minimize risk on people issues
Stakeholder -		
External	<p><u>BPO Vendors</u></p> <ul style="list-style-type: none"> • Monitor the performance of the BPO vendors and provide regular feedback to ensure better performance. • Provide clear guidance for the BPO vendors and other vendors regarding Company Policies and practice to ensure compliance 	<ul style="list-style-type: none"> • Good, long-term working relationship with vendors
Internal	<p><u>HR Representatives</u></p> <ul style="list-style-type: none"> • Liaise for best practices from other sectors or area, provide support each other for better alignment 	<ul style="list-style-type: none"> • Good and solid team work
Process - Internal	<p><u>Recruitment Process:</u></p> <ul style="list-style-type: none"> • Ensure compliance of recruitment policy such as :ATR, organization chart, role profile are provided before the recruitment is execute for new positions. • Ensure the selection procedure is followed on recruitment process for any positions • Ensure the recruitment process by BPO vendor is at expected standard <p><u>Vendor Management:</u></p> <ul style="list-style-type: none"> • Regularly monitor, review and provide feedback for improvement of BPO vendor performance 	<ul style="list-style-type: none"> ▪ Consistent process and policy across sector and area • Good, long-term working relationship with vendors

	<u>Cost Management:</u> <ul style="list-style-type: none"> • Manage hiring cost on the reasonable amount <u>Reporting</u> <ul style="list-style-type: none"> • Provide consistent and accuracy data for HR Head Office <u>Compensation and Benefit</u> <ul style="list-style-type: none"> • Provide accurate and reliable information for any data required by C&B <u>General Administration</u> <ul style="list-style-type: none"> • Employee data administration is on update and ready to be used at anytime • Manage the confidentiality information and data properly • Create applicant database for easy reference for future needs 	<ul style="list-style-type: none"> • Costs stays in budget frame • Reliable and up to date information • Updated, accurate and reliable information
People - Management	<ul style="list-style-type: none"> ▪ To develop a high performance service culture within the functional department. ▪ To plan, organise and direct an efficient and effective functional department. ▪ To develop IKOs/KPIs with team members and monitor individual performance. ▪ To conduct performance appraisal ▪ To manage the allocation of appropriate resources and commitment of staff to the achievement of Global, Regional and Country objectives and targets. 	<ul style="list-style-type: none"> ▪ Employee satisfaction. ▪ Unplanned staff turnover ▪ Succession planning



PT. DHL Supply Chain Indonesia

HR & GA Executive (March 2012 – Dec 2013)

Direct Report to : General Manager of Operation

Dotted line to : HR Senior Manager

Overall Role Purpose	Support BP HR Senior Executive in operating the implementation of Human Resources initiatives and programs professionally to strengthen company position as preferred employer. Maintain HR services as per HR policies and practices to ensure the delivery in high level of quality
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Accountabilities	Key activities	Overall goals / Typical measures
Impact	<ul style="list-style-type: none"> ▪ Keep, manage and control petty cash for warehouse activity ▪ Support warehouse day to day operations in terms of manpower & warehouse supplies availability as well as building & equipment appropriateness ▪ PRF validation 	<p>On time petty cash settlement Smooth day to day operations</p> <p>To ensure PRF match with data has submitted by vendors</p>

Customer	External	n/a	
	Internal	<u>Operations Excellence</u> <ul style="list-style-type: none"> Assist in producing Global Metric Report to Regional Produce regular report of Quality and Safety <u>Warehouse Team</u> <ul style="list-style-type: none"> Support day to day operations in terms of manpower and warehouse supplies availability as well as building and equipment appropriateness <u>HR & GA Team</u> <ul style="list-style-type: none"> Maintain employee database in the site Assist in monitoring outsourced labor cost Assist in personnel administration work in the site 	On time GMS report On time QHSE report Smooth day to day operations Updated employee database On time and correct payment to labor outsourcing
Stakeholder	External	<u>GA & HR Vendors (Security, Labor outsourcing, MHE, building, Stationery)</u> <ul style="list-style-type: none"> Contact GA & HR vendors to order as per requirement in warehouse and monitor the fulfillment Give feedback and push corrective action to GA & HR vendors for unsatisfactorily service <u>Loading/Unloading Labor Supply</u> Control payment of helper for loading/unloading process in the operations <u>Vendors</u> <ul style="list-style-type: none"> Invoice monitoring and detection of incomplete or inaccurate vendors' invoices Analyze vendor cost based on measurable performance from all accounts Communication with vendor based on business requirements Vendor performance 	On time fulfillment of requisition Better quality of service by vendors On time payment of loading /unloading labor supply - Accuracy and completeness of vendors' invoices - Rate and KPI - Communication schedule - Regular evaluation
	Internal	<u>HR & GA</u> <ul style="list-style-type: none"> Liaise in recruitment, training and industrial relation activity in warehouse site <u>Finance</u> <ul style="list-style-type: none"> Manage petty cash for the site in line with finance SOP. Report balancing income for loading/unloading helper cost Monitoring incoming invoice 	On time fulfillment of recruitment & training requirement Solved industrial relation cases Proper usage and reporting of petty cash Balance income for loading/unloading helper cost Invoice accuracy and timeline schedule
Problem Complexity / Process		<u>HR</u> <ul style="list-style-type: none"> Check and input daily absent in to monthly absent 	On time and correctness of

	<p>report</p> <ul style="list-style-type: none"> Calculate and check daily overtime report to be submitted to labor outsourcing vendor or payroll admin in Head Office Contact Recruitment & Training Executive for any recruitment or training request Contact HR Account Head for any occurrence of industrial relation cases in the site Administer staff confirmation appraisal, contract expiry and annual performance appraisal in the site <p><u>GA</u></p> <ul style="list-style-type: none"> Contact and negotiate with warehouse supplies, MHE maintenance and building maintenance vendors in order to get low price for good services Create and send Purchase Request to GA team in Head Office Monitor Purchase Request fulfillment from Purchasing Officer or Vendor Manage office asset and inventories (stationery, equipment, furniture, office supplies, etc) Manage regular payment of public services cost (water, electricity, fumigation, telephone) Contact vendor for office equipment, MHE and building maintenance Order equipment based on warehouse team requirement within the timeline <p><u>Finance</u></p> <ul style="list-style-type: none"> Receive, check and compile all invoices from suppliers and present it to Account Manager final review. Produce weekly and monthly status report of suppliers invoicing Correspond with vendors and respond to inquiries Vendor file maintenance Assist any ad hoc job (if any) 	<p>payroll</p> <p>Smooth personnel administration in site</p> <p>Best price for good quality</p> <p>On time fulfillment of every purchase request</p> <p>On time payment of public service costs</p>
People Management	<ul style="list-style-type: none"> Develop a high performance service culture within the functional department. Plan, organize and direct and efficient and effective functional department. Develop IKOs/KPIs with team members and monitor individual performance. Conduct performance appraisal. Manage the allocation of appropriate resources and commitment of staff to the achievement of Global, Regional and Country objectives and targets Identify training needs and opportunities to develop a highly skilled functional department. 	<ul style="list-style-type: none"> Employee Satisfaction Unplanned staff turnover Employee Development Employee accountability and performance



PT. DHL Supply Chain Indonesia

HR & GA Supervisor (Jan 2008 – Feb 2012)

Direct Report to :Operation Manager

Dotted Line to : HR Manager

Overall Role Purpose	Support BP HR Executive in operating the implementation of Human Resources initiatives and programs as well as assisting HR Sr. Executive in managing the administration function professionally to strengthen Company position as preferred employer.
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HR	Key activities	Overall goals / Typical measures
Customer - Internal	<u>BP HR Executive, BP HR Manager, Country HR Manager, and Country Management :</u> <u>General Administration:</u> <ul style="list-style-type: none"> • Ensure that employee administration are updated • Any other HR related duties and task assigned by BP HR Executive/BP HR Manager / Country Manager HR Manager 	<ul style="list-style-type: none"> • Employee data administration accuracy • Clear and consistent records and database
Internal	<u>HR Representatives</u> <ul style="list-style-type: none"> • Provide guidance and support for any queries and related to employee administrations 	<ul style="list-style-type: none"> • Employee data administration accuracy • Clear and consistent records and database
Process - Internal	<u>Vendor Management:</u> <ul style="list-style-type: none"> • Evaluate vendors and vendor performance <u>Cost Management:</u> <ul style="list-style-type: none"> • Manage recruitment costs and savings <u>General Administration</u> <ul style="list-style-type: none"> • Employee data administration • Organise and maintain an up-to-date filling system that provides quick and efficient references 	<ul style="list-style-type: none"> • Good, long-term working relationship with vendors • Costs stays in budget frame • Updated and well organized database
GA	Key activities	Overall goals / Typical measures
Impact	<ul style="list-style-type: none"> • Meet customer needs regarding to their office/warehouse supplies requisition 	<ul style="list-style-type: none"> • Customer satisfaction level
Customer -	<u>Organic Employees/Site Project</u>	

Internal	<ul style="list-style-type: none"> • Proceed employees requisition regarding Fixed Asset (pallet, forklift, racking , computer, etc) after receive purchase request form • Respond to customer inquiries about their order status, changes, or cancellations • Provide calculation of comparing vendors/suppliers to be approved by operation 	<ul style="list-style-type: none"> • No double request • Customer satisfaction level
Stakeholder - External	<p><u>GA Admin in site project</u></p> <ul style="list-style-type: none"> • Follow up report from GA Admin regarding fixed asset requisition <p><u>Suppliers/vendors</u></p> <ul style="list-style-type: none"> • Compare prices, specifications and delivery dates in order to determine best suppliers • Monitor suppliers/vendors performance, recommending contract modifications when necessary. • Invite/conduct suppliers/vendors to join tender 	<ul style="list-style-type: none"> • Customer satisfaction level • Cost budget save
Problem Complexity / Process	<ul style="list-style-type: none"> • Generate purchase order as per customer request • Order materials to selected vendors/suppliers • Locate suppliers, using sources (catalogue, internet, direct interview) to gather information about products to be ordered • Maintain knowledge of government rules regarding to purchasing of certain goods (solar etc) • Monitor delivery status of order requisition in order to meet on time delivery as customer request • Check the order as they arrived in order to ascertain its specification met to customer request • Supervise purchasing Admin in monitoring inventory of daily consumable (stationery, office supplies, canteen items etc) • Supervise purchasing admin in processing of invoices payment 	<ul style="list-style-type: none"> • Compliance the government rules • Customer satisfaction level • Availabilities inventory of daily consumable • Timely settlement



PT. Ristra Indolab

Staf Inventory Raw Materials (Sept 1998 – Dec 2007)

Direct Report to : Warehouse Supervisor
Dotted Line to : PPIC Supervisor & Purchasing Officer

Overall Role Profile	Preparing inbound/outbound process documents by entering data in system in order to update inventory database
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Accountabilities		Key activities	Overall goals / Typical measures
Impact		Entering accurate information in to the warehouse management system in order to produce correct inventory database	Stock Accuracy
Customer	External	<u>Vendor, Purchasing, QC, R&D, Production</u> <ul style="list-style-type: none"> Provide accurate material stock data for customers Provide material based on requirement 	Updated and accurate stock database Timely delivery of materials
	Internal	<u>PPIC</u> Provide accurate data to Inventory PPIC in order to prepare report requested by Production and Sales.	Stock Accuracy
Stakeholder	Internal	<u>Warehouse Team</u> Entry all warehouse transactions, i.e.: material inbound, material outbound, material borrowed, etc.	Smooth inbound and outbound process
Problem Complexity / Process		<ul style="list-style-type: none"> Process inbound/outbound/material borrowed or other document needed by entering information to respective system accurately Keep in good order of hardcopy files Prepare regular report as requested by customers 	Smooth inbound and outbound process Good filing of all documents

EDUCATION

University of Jakarta
 Bachelor Degree in International Relations
 GPA 3.14 / 4.0

2001 – 2005

SPECIAL ASSIGNMENT (SET UP New Site)

Fonterra Project - Member of Project Implementation (HR & Procurement Sector) (Feb 1 – March 31, 2010)

- Setting up (Set-Up) infrastructure and all facility in the new warehouse
- Provide all warehouse consumables
- Liaise with local government regarding permit and legal compliance
- Liaise with local community to minimize industrial relation risk

Fresian Flag Project - Member of Project Implementation (HR & Procurement Sector) (April 1 – Aug 31, 2012)

- Setting up (Set-Up) infrastructure and all facility in the new warehouse
- Provide all warehouse consumables
- Liaise with local government regarding permit and legal compliance
- Liaise with local community to minimize industrial relation risk

RMS Unilever Project - Member of Project Implementation (HR & Procurement Sector)

(Feb 2013 – Nov 2013)

- Setting up (Set-Up) infrastructure and all facility in the new warehouse
- Provide all warehouse consumables
- Liaise with local government regarding permit and legal compliance
- Liaise with local community to minimize industrial relation risk

CHANGE MANAGEMENT

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|---|-----------|
| • Performance Incentive Scheme | Jan 2016 |
| • Kronos Integrated System | Feb 2015 |
| • Business Process Outsourcing Implementation | June 2014 |

TRAINING

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| • Certified Supply Chain Specialist | Jakarta 2015 |
| • Certified International Profesional HR | Jakarta 2014 |
| • TTT Lead Facilitator Team Building DHL | Jakarta 2013 |
| • Disaster Response Team DHL | Singapore 2010 |
| • iPro System | Jakarta 2010 |
| • Internal Audit Quality | Jakarta 2009 |
| • Supervisory | Jakarta 2009 |
| • ePro system | Jakarta 2009 |
| • Management & Leadership | Jakarta 2008 |
| • First Choice | Jakarta 2008 |

ACHIEVEMENT

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| • Best First Choice site Award | May 2008 |
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SKILL

- Well operate Microsoft Office (Word, Power Point and Excel)
- Having knowledge in procurement management
- Familiar with Oracle System
- Fluent in English

I declared that all of the data above are true and correct.

Best Regards,

Ade Supriatna