



IRDA FARINDUANY

E : irdafarinduany@yahoo.co.id/ farinduany.irda@gmail.com

Ph : 0813 10155950/ 021 8849765

L : linkedin.com/irdafarinduany

Profile Summary

An energetic human resource enthusiast with huge passion towards her job and continuous willing for self-improvement

Areas of Expertise

- Recruitment skills (include familiarity in online web portal and social media with wide network of man power resources)
- Psychological test tools usage (both in administration and interpretation)
- Depth exposure to Human Resources Information System (Sunfish System)
- Personnel management and benefits (include but not limited to insurance management, allowances calculation, expatriates handling, HR correspondences, data management)
- Employee relation and engagement issues

Qualification

Bachelor of Psychology, Padjadjaran University, GPA 3.28

Certified Courses, Trainings, and Seminars

2016 Employee Engagement – PQM Consultant

2015 Behavioral Event Interview Techniques – AB Consultant

2014 HR Officer Development Program – HR Forum

Full-Time Working Experience

Jan 2012 – present Corporate Human Resources Supervisor, FKS Group

FKS Group is a private owned enterprise engaged in several sectors of business, from food ingredients industry, property, and energy services. The group has several manufacturers, industrial complexes, and coal minings & port terminals in several areas accross Indonesia.

Responsibility of Corporate HR Supervisor includes to handle HR matters in more than 15 companies and business units within the group. The position reports to Corporate HR Manager and Corporate HR Director, with indirect reports to business units' Directors and align with business units' HR Departments.

Main Responsibilities:

Oct 2015 – present : Employee Relations Section

- Create 'Employee Birthday Celebration' program
- Create 'Bulletin Board' for corporate announcements
- Create policies and manage Employee Clubs and Activities
- Responsible in Corporate Social Responsibility programs
- Responsible in Employee Engagegement programs
- Responsible in Corporate Branding and External Communications
- Align with HR System Section and IT Dept to create Corporate Web Portal
- Manage Corporate Social Medias



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Oct 2013 – December 2015 : HR Information System & Personnel Administration

- Involved as task-force project team for developing & implementing HRIS in group
- Manage personnel data maintenance in HRIS
- Responsible as HRIS Helpdesk Support for employees and other users
- Monthly report regarding turn over & man-power calculation
- Handle working agreement letter and other HR-related letters
- Monitor probationary and contract periods
- Handle attendance and overtime record, include calculation of meal and daily allowances
- Handle calculation and report of employees' medical reimbursement for outpatient
- Coordinate with Insurance Vendor for employees' inpatient cases
- Handle expatriat permit
- Handle HR correspondences and other administrative activities for Corporate HRGA
- Handle employee exit clearance
- Review, create and develop policies related to Personnel Management, Employee Benefit, and HRIS Usage

Jan 2012 – Dec 2013 : Recruitment & Selection

- Create and develop policies related to Recruitment and Selection Process
- Create and develop Recruitment Database System and Recruitment Tools
- Handle all the recruitment and selection process, start from advertising vacancies, short listing candidates (either from internal or external sources), conducting and making interpretations of psychological tests, interviewing, selecting, placing applicants
- Handle new employee admission's administration and on boarding process
- Monitor employees probationary periods and expiry contracts

Jan 2012 – present : Supporting in Organization & People Development

- Create and implement Orientation Training for new employee
- Support in Job Descriptions Review and Job Grade Analysis
- Support in handle training process and post-training evaluations

Oct 2011 – Jan 2012 Recruitment and OD Officer, PT Geoservices Ltd.

PT Geoservices is a well-known company provides services for exploration and development of Indonesia's oil, gas, coal, and geothermal industries. The Recruitment and OD Officer position reports to HR System & Development Deputy Manager.

Main responsibilities:

- Create Recruitment Database System, Tools, and Procedure
- Supervise all the recruitment and selection process
- Handle orientation and induction program for new employee
- Handle assessment process and review competencies for key positions



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Jan 2011 – Oct 2011 Recruitment Sr. Officer, PT AEON Credit Service Indonesia

PT AEON CSI is a group of AEON Co. Ltd., an expanding consumer financing company for electronics, household appliances, music instruments, mobile phones, computers, etc. PT AEON CSI affiliates with major retailers such as Carrefour, Giant, Electronic Solutions, Lotte Mart, Yamaha Music Dealers and also more than 1500 small and medium merchants around Jabodetabek, Bandung, and Surabaya. This position reports to HRGA Manager.

Main responsibilities:

- Create Standard Policy for Recruitment and Selection Process
- Create Recruitment Database System and Recruitment Tools
- Supervise all the recruitment and selection process
- Handle new employee admission's administration
- Monitor employees probationary periods and expiry contracts
- Handle contract renewal or new working agreements
- Handle orientation and induction program for new employee

Nov 2008 – Dec 2010 HR Recruitment Specialist, PT Blue Gas Indonesia

PT Blue Gas Indonesia is a manufacture and sales/distribution company, a group of PT Tigaraksa Satria, Tbk. The products consist of kitchen appliances (stove, burner, cooker, blender, etc.) and LPG-Refill, with over than 500 employees & more than 30 branches all over Java Island. The Recruitment Specialist position reports to HR & GA Manager.

Main responsibilities:

- Handle all the recruitment and selection process
- Handle orientation and induction program for new employee
- Handle new employee admission's administration
- Involve and help other HR Programs, such as people development, talent map, trainee programs, training needs assessment, etc.

Associate and Freelance Working Experiences

2007 – 2008	Freelance Associate for Experd Consulting
2004 – 2009	Freelance Associate Psychological Beaureau for ITB, Bandung
2006	Freelance Scorer for psychological tests on Biro Psikologi Islam Masjid Salman (BIPSIS), Bandung
2005	Freelance Scorer for psychological tests on students' admission, LPKIA College, Bandung

Personal Information

Date of Birth	16 November 1984
Marital Status	Single
Address	Taman Wisma Asri Jl. Manggis III A7/13 Bekasi 17121
Interest	Reading, writing, traveling, art
Personal Trait	Self-starter, independent, eager to learn new things, passionate