**NORMA LINDA** 

**Place and date of Birth : Jakarta, 28 September 1974**

**Address : Kayu Putih Selatan VI B No: 31**

**East Jakarta – Indonesia**

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***WORK EXPERIENCE***

**January – Now : HR COUNTRY HEAD PT RHB SECURITIES INDONESIA**

Handling all HR matters for Indonesian Office for 400 employee. Reporting to HR Regional Head and Country Head and being assisted by 2 executive level and 2 staff

* + Recruitment and planning

1. Responsible on Man Power Planning management and to make sure that the plan for Man Power is as budgeted
2. Managing end-to-end recruitment process in order to fulfill resources requirement within limited timeline.
   * Industrial Relation and External Relation
3. Responsible on all kind of staff issues especially related to industrial relation
4. Make sure that the Company is following Government regulation and Man Power Department’s regulation.
5. Manage HR third party like training vendor, expatriate vendor etc
   * Personnel, Payroll and Loan Benefit
6. Responsible on all kind of HR administration like absenteeism, mutation and promotion process, etc
7. Responsible on cash payment for staff like payroll, bonuses and commission
   * Business Partner
8. Manage all HR activity in Indonesia Regiona such as provide solutions for human resources issues, such as resourcing, talent management, succession plan, performance management, employee engagement, attrition, organization restructuring and employee relations for the whole region.
9. Make a regional report
10. Coordinated with all asia region to make sure indonesia’s planning is in line with regional policy
    * Training and development
11. Responsible on all training activities within indonesia
12. Make a development plan for all staff
13. Responsible to organization structure to make sure the organization structure is in line with regional policy
    * Performance management and succession plann
14. Responsible on performance management activities
15. Prepare the succession plan for all region
    * HR Analysist and Reporting
    * HR Project and MIS
    * Business Adviser for Management Decision
    * I am also handling Corporate Communication and General Affairs as an additional responsibity

**Current Package :**

* Salary IDR 65.000.000 (nett)
* Bonus average 6 times
* Medical Insurance cover family for outpatient and inpatient
* Annual leave 18 days/year

**01/2012 – Oct 2013 : HR SERVICE CENTER DIVISION HEAD**

**PT WOM FINANCE tbk (http://www.wom.co.id)**

* Reporting to HC Director and being assisted by 6 Department Head and 1 project Manager
  + Department of Recruitment and planning

1. Responsible on Man Power Planning management and to make sure that the plan for Man Power is as budgeted
2. Managing end-to-end recruitment process in order to fulfill resources requirement within limited timeline.
   * Department of Industrial Relation and External Relation
3. Responsible on all kind of staff issues especially related to industrial relation and outsourcing
4. Make sure that the Company is following Government regulation and Man Power Department’s regulation.
   * Department of Personnel and Outsourcing
5. Responsible on all kind of HR administration like absenteeism, mutation and promotion process, etc
6. Manage outsourcing vendor including vendor evaluation, vendor issues related with the Company
   * Department of Payroll and Loan Benefit
7. Responsible on cash payment for staff like payroll, bonuses, incentive
8. Responsible on non cash payment for staff like loan, leave etc
   * Department MIS
9. Responsible on all MIS system
10. Manage HC Report and Data
    * Department Business Partner
11. Responsible to provide solutions for human resources issues, such as resourcing, talent management, succession plan, performance management, employee engagement, attrition, organization restructuring and employee relations for the whole region.
12. Manage all HC activity in all region
    * HC Project Manager
13. Responsible on all HC Project cross function

**07/2010 – Now : HR BUSINESS PARTNER DEPARTMENT HEAD**

**PT WOM FINANCE tbk (http://www.wom.co.id)**

* I have 11 Area Manager HR reporting to me and each of them has Branch HR Supervisor reporting to them.
* HR Business Partner Dept Head is responsible to provide solutions for human resources issues, such as resourcing, talent management, succession plan, performance management, employee engagement, attrition, organization restructuring and employee relations for the whole region.
* PT WOM Finance has 11 Regional Branch and 120 Branch. I manage all HC Activity in the whole region.
* Managing end-to-end recruitment process to support business in order to fulfill resources requirement within limited timeline.

**08/2009 – 07/10 : HR SERVICE CENTER DEPARTMENT HEAD**

**PT WOM FINANCE tbk (http://www.wom.co.id)**

* Reporting to GM HRD and being assisted by 30 subordinates (5 manager and 25 staff)
* Leading HR Department consist of
  + Recruitment and planning

1. Responsible on Man Power Planning management and to make sure that the plan for Man Power is as budgeted
2. Managing end-to-end recruitment process in order to fulfill resources requirement within limited timeline.
   * Industrial Relation and outsourcing
3. Responsible on all kind of staff issues especially related to industrial relation and outsourcing
4. Make sure that the Company is following Government regulation and Man Power Department’s regulation.
5. Manage outsourcing vendor including vendor evaluation, vendor issues related with the Company

* + Personnel

Responsible on all kind of HR administration like absenteeism, mutation and promotion process, etc

* + Payroll

Responsible on cash payment for staff

* + Loan and Benefit

Responsible on non cash payment for staff like loan, leave etc

* As a department's manager developing staff capabilities through performance management, share of knowledge, empowerment and responsible delegation. Incorporating operational excellence work ethic and a high degree of motivation. I also controlling costs and expenses, producing report for management

**2007- 08/2009 : HR RELATIONSHIP MANAGER**

**The Hongkong and Shanghai Banking Corporation Limited (HSBC Indonesia), Jakarta, Indonesia (http://www.hsbc.co.id).**

* HR Relationship Manager / Business Partner for HSBC Operation & Support customer groups, i.e. HSBC Technology Services (including Operations Departments, IT Departments and others), Compliance & Legal, and Human Resources Department
* Managing end-to-end recruitment process to support customer group Operation & Support in order to fulfill resources requirement within limited timeline.
* As an HR generalist, responsible to provide solutions for human resources issues, such as resourcing, talent management, succession plan, performance management, employee engagement, attrition, organization restructuring and employee relations

**2004- 2007 : HR COORDINATOR (equal with Assistant Manager)**

**PRICEWATERHOUSE COOPERS, Jakarta, Indonesia (**[**http://www.id.pwc.com**](http://www.id.pwc/)**)**

* Reporting to Senior Manager Human Resources
* As a HR Coordinator I responsible on recruitment and planning
* Responsible for personnel matter like contract employee, promotion process and outsourcing
* Responsible for performance appraisal process, including year end result.
* Calculate performance bonus and yearly salary increment for a staff.
* Handling staff issues

1998 – 2000 **Management Trainee**

**HR Staff**

**Astra International**

* After graduated I worked as a Management Trainee in Astra Group and being placed as HR Staff in Astra Credit Company (ACC) one of the Astra Subordinate.
* For my final thesis in Astra I made IDP (Individual Development Plan) for ACC’s staff. I analyze the JD and made the assessment before I make the IDP for the staff.

***EDUCATIONAL BACKGROUND***

1992 - 1998 **University of Indonesia, Faculty of Pychology, West Java, Indonesia.**

**http://www.psy.ui.ac.id**

• Degree : Bachelor of Psychology

• Major : Psychology,

***ADDITIONAL INFORMATION***

**Workshop and training**

1. SHL Training

Regional training from HSBC for SHL test. I have certified as an assessor for using SHL test around the word not only local

1. Job Assessment Training using Systematic Assessment from HSBC Regional
2. Emotional Quation Training from HR Excellency
3. Soft Skill training like Leadership Training, Train for the Trainer. Etc
4. English Training from LIA.

**Specialties**

Exposures in Human Resources & Development, including but not limited to HR Generalist to provide solution in Resourcing, Talent Management, Succession Planning, Performance Management, Employee Engagement, Organization Restructuring and Employee Relations. In addition also exposure in Job Evaluation and Organization Design, HR Information System and Compensation & Benefit