

Hisyam Hilmy, M.M., CHCM., CGHR.

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Passionate HR Professional | Talent & HR Operations | Excel & Google Sheets Expert | ISO Compliance & Quality Management

As an HR Manager with two years of experience, I thrive on creating positive workplace cultures, streamlining HR processes, and supporting employees to reach their full potential. My expertise includes recruitment, onboarding, performance management, and employee relations.

Main areas of expertise: Payroll Management, Employee Relations, Talent Acquisition, Performance Management, Human Resources Development, Excel Dashboard.

WORK EXPERIENCE

Accelerate Group L.L.C-FZ (Design Consultant) **Human Resources Lead • Remote**

11/2024 - 05/2025
Dubai, UAE

Oversee HR key functions remotely for a team of 15 employees.

- Lead end-to-end recruitment of international graphic design talents and maintain a sustainable, high-quality candidate pipeline to support ongoing creative needs.
- Develop and conduct HR operations, including onboarding process, contract signing, coordinating benefit programs, and payroll management.
- Oversee the recruitment and onboarding process of 7 new hires.
- Maintain transparency within their contract agreements, monthly salary details and benefits using Microsoft Teams.
- Enroll mandatory government insurance programs and develop initial concepts for employee tax planning.
- Initiate a comprehensive employee assessment process to evaluate individual performance, identify areas for professional growth, and align employee objectives with organizational goals.

PT Geo-Enviro Abadi (Environmental Consultant) **Human Resources Supervisor • Remote**

01/2024 - Present
Surabaya, IDN

Develop and supervise key HR operations for 21 employees remotely.

- Manage end-to-end recruitments for 8 new hires and prepare detailed contracts and documents for 21 employees.
- Lead the onboarding process for 8 new hires, ensuring a seamless transition into the organization. This includes overseeing the contract signing process, ensuring that all legal and compliance requirements are met.
- Prepare and manage attendance reports, payroll details, salary breakdowns, and archive salary slips for 21 employees monthly.
- Develop and implement performance-based incentive programs designed to reward individual and team achievements.
- Create and implement company and incentive policies for employee performance, attendance, tenure milestones, and exceptional contributions, ensuring alignment with organizational goals and compliance with labor regulations.

PT Genau Loka Gantari (Environmental Laboratory)
Human Resources Manager • On-site

06/2023 - Present
Surabaya, IDN

Develop and supervise 8 key HR operations for 70 employees across three branches.

- Formulate detailed SOPs for 8 HR pillars to comply with ISO/IEC 17025:2015, including: workforce planning, recruitment, onboarding, contract management, attendance, payroll execution, training development, and performance reviews.
- Established and implemented HR policies covering rewards and punishment, employee conduct, leave management, and contracts, ensuring compliance with local labor regulations and alignment with company objectives.
- Maintain an HR database and oversee operations for 70 employees, including records management, payroll processing, administering benefits, and recruitment coordination.
- Manage organizational structure by keeping a recruitment pipeline, oversee onboarding and offboarding processes, and administer warning letters.
- Oversee the end-to-end recruitment process for 30 new hires, including managing their main responsibilities, directing the onboarding process, and setting up their performance metrics.
- Enforce transparency within their contract agreements, monthly salary details and benefits through internally developed systems.
- Implement basic annual employee assessments (DISC, CFIT3, etc.) and set performance metrics and appraisals.
- Organize and implement HR programs, including training sessions, certifications, and employee engagement events.
- Organize company documents related to legal compliance, professional certifications, occupational health and safety, and mandatory vehicle documentation.

CERTIFICATION

Certified Human Capital Manager
(ongoing)

07/2025 - 07/2028

Certified Green Human Resources
PT ESAS Edukasi Indonesia

06/2025

BNSP - HR Manager
LSP MSDM Unggul Indonesia

04/2025 - 04/2028

TRAINING

Talent Acquisition Bootcamp
PT Persona Analitika Asia

07/2025

HR Class: Training Need Analysis
PT Pilar Generasi Nusantara

06/2025

HR Class: Behavioral Event Interview
PT Pilar Generasi Nusantara

06/2025

HR Class: Key Performance Indicator
PT Pilar Generasi Nusantara

06/2025

HR Class: Talent Management
PT Pilar Generasi Nusantara

05/2025

EDUCATION

Magister of Business • Ciputra University • GPA: 3.85 2019
Graduated with the distinction of Magna Cum Laude honors.

Bachelor of Architecture • Petra Christian University • GPA: 3.09 2016

SKILL

Human Resources: Compensation and Benefits, Contract Agreements, Employee Relations, Human Resources Development, Learning and Development, Payroll Management, People and Culture, Performance Management, Talent Acquisition

Technical Skills: Adobe Photoshop (minor), Excel Dashboard, Google Workspace, Microsoft 365, Pivot Tables