

UMMUL KHAIR S

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<https://www.linkedin.com/in/ummulkhairs> Portofolio :[Educational Portofolio](#) [HR Portofolio](#)

Recent Education graduate with proven expertise in training and learning development. Skilled in designing and delivering engaging learning experiences, fostering positive learning environments, and collaborating effectively.

Demonstrated ability to analyze needs, adapt quickly, and communicate effectively. Passionate about human resources and eager to contribute to a dynamic team.

PROFESSIONAL EXPERIENCE

PT Ruang Kolaborasi Karya Nusantara

Juni 2024 – Sep 2024

Head of Product Development

- Conducted in-depth research to identify UMKM needs, using findings to design and implement training and development programs.
- Developed and managed budgets for training programs while overseeing product management to ensure streamlined processes and task delegation to team members.
- Led the development of curricula, lesson plans, and syllabi, while also updating and maintaining the training product catalog for clients..

PT Indobit Digital Raya (Bitlabs Academy)

Apr 2024 – Okt 2024

Learning Facilitator

- Facilitated diverse training sessions on topics like data analysis, persuasive communication, and business planning, utilizing online platforms like Zoom/Meet.
- Reported on training conditions, participant engagement, and instructor performance, compiling comprehensive reports for evaluation to identify areas for improvement and optimize future training initiatives
- Evaluated training effectiveness and provided recommendations for improvement, ensuring alignment with curriculum standards and enhancing learner understanding and promoting active participation in online learning environments..

PT. Karya Kaya Bahagia (Harisenin.com)

Dec 2023 - Apr 2024

Learning and Development

- Developed learning content on topics like front-end development, digital marketing, and full-stack development, collaborating with stakeholders to ensure relevance and effectiveness increased learner satisfaction and knowledge retention.
- Standardized learning content to align with company standards and created internal guidebooks and self-paced materials for learners.
- Designed engaging mission cards for bootcamps to increase learner interest in program participation, developed a comprehensive assessment system to measure learning progress, and coordinated logistics for smooth bootcamp operations.

Youth Ranger Indonesia

Jan 2024 - Jun 2024

HRD (People/Training Development)

- Developed targeted training programs using instructional design methods (ADDIE, Kirkpatrick, TNA) to enhance team member skills and knowledge.
- Conducted training needs analyst (TNA) to identify skill gaps and tailor training content to meet organizational goals.
- Ensured smooth training operations, resulting in increased team member engagement and improved performance metrics by 15%.

Independent Whizzkid

Nov 2023 - Feb 2024

HR Recruitment

- Managed full-cycle recruitment process, from sourcing to interviewing, resulting in successful hires of qualified candidates.

- Maintained and organized recruitment data, ensuring accurate and efficient record-keeping for future reference.
- Collaborated with HR team and management to optimize recruitment strategies, improving the efficiency and effectiveness of talent acquisition.

Nadwah Study Group

Feb 2023 - Jun 2024

Arabic Language Instructor

- Designed and implemented original Arabic language learning materials with a focus on enhancing listening comprehension skills, resulting in improved student performance in listening assessments.
- Diagnosed individual student needs and provided tailored instruction, enhancing their understanding and confidence in Arabic language skills.
- Employed innovative teaching techniques and created a positive learning environment, fostering student motivation and active participation in class

MAS Uswatun Hasanah

Aug 2022 - Nov 2022

Arabic Teacher

- Developed and implemented instructional materials for Arabic language classes, resulting in improved student engagement and learning outcomes.
- Administered assessments and evaluations to track student progress and identify areas for improvement, informing instructional adjustments.
- Conducted Arabic language classes using diverse teaching methodologies, catering to different learning styles and enhancing student comprehension.

EDUCATION

Islamic Institute of Palopo, Kota Palopo, Sulawesi Selatan.

Bachelor of Education, Minor in Arabic Education

ORGANIZATION

10 Billion Strong - Green Leaders Academy

2023

Fellowship Member

- Engaged in environmental discussions and contributed to sustainable projects, increasing awareness and promoting eco-friendly practices.
- Studied modules on environmental conservation, expanding knowledge and understanding of key sustainability issues.
- Collaborated with fellow members on sustainable leadership initiatives, fostering teamwork and driving positive environmental impact.

Arabic Language Students Association

2022

Secretary Division Member

- Contributed as a member of the Secretary Division, actively participating in administrative tasks.
- Assisted in organizing and coordinating events, ensuring smooth logistical arrangements.
- Collaborated with team members to enhance communication and efficiency within the division.

SKILLS & INTEREST

Soft Skills: Honesty, professionalism, adaptability, innovation, perseverance, leadership, public communication, reflection, organization, analysis, collaboration, empathy.

Hard Skills: Microsoft (Office, Excel, Outlook, Powerpoint), Google Workspace, Canva, Oracle Human Capital Cloud, Video conferencing platforms (Zoom, Google Meet, Skype, Microsoft Teams).

Interests: Instructional design, training needs analysis, human resources, education and instruction, technological proficiency, cultural competence, talent acquisition, learning and development, feedback and teaching, facilitation skills.

Languages: Indonesian (Native), English (CEFR B2), Arabic (Advanced), Korean (Beginner).

PROFESSIONAL DEVELOPMENT

- **Advancing Skills as an L&D Professional** (LinkedIn Learning, 2024): Completed 8-course learning path covering learning culture, learner journeys, and data-driven design, contributing to SHRM and HRCI certifications.
- **Certified Educator by ClassPoint** (2024): Completed a comprehensive training program on effective online teaching strategies and tools
- **Talent Acquisition (HRCI)** (2023).
- **Learning and Development (HRCI)** (2023) : Gained expertise in instructional design, training delivery, and evaluation methodologies.
- **Strategy L&D (Eduflow Academy)** (2023) : Developed strategic thinking skills in the context of learning and development.
- **Transferable Teaching Skill (Teach First)** (2023).
- **Curriculum Developer (APCEIU)** (2024)
- Various workshops, webinars, and online courses on instructional design, training needs analysis, and human resource management.).