

# M. Arif Hilman Al Muhtadin, S.Psi, CHRP

Organization Development & Talent Management Specialist  
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## SUMMARY

A Human Resources professional with a specialty in organizational development & talent management areas. Well experienced in Organizational Design, Job Analysis, Job Evaluation, Designing Competency, Business Process Design & Improvement, Performance management, Career Management and Talent Management. The most important thing about my job is supporting my stakeholders to achieve their goals align with HR perspective, company vision & culture.

## SKILLS & COMPETENCIES

- Organization Design
- Talent & Career Management
- Performance Management
- Succession Planning
- Data Analytic
- Employee Survey
- Job Analysis & Job Evaluation
- HR Policy

## WORK EXPERIENCES

Jul 2022 - Now

### Organization Development Specialist & Sales HRBP - PT. Delisari Nusantara

*Responsible for organization structure & design, workforce planning, job descriptions, performance appraisal, competency management, talent management, organization diagnostic & intervention, employee survey, and career management to create and maintain high performing organizations.*

Major Responsibilities:

- Identify organization issues from the aspect of culture, people behaviors, & business processes.
- Conduct the Talent Mapping.
- Review the sales policies, processes, rewards and recognition schemes
- Act as a point of contact for both employees (especially for Sales Dept.) and management
- Providing coaching and feedback method for manager on how they can improve their team' s performance
- Analyze issue related to employees and performance in organization
- Monitor employee & sales productivity and create improvement performance plan

Jan 2022 – Jun 2022

### Assistant Manager HR System & Policy - Citra Borneo Indah Group

*Responsible in creating organization structure & design, workforce planning, HR Policy, job descriptions, performance planning, competency matrix & dictionary, and HR Information System*

Major accomplishments:

- Design HR Policies & Procedures for holding Company (Promotion Procedures, Transfers & Rotations, Talent Management Procedures, Employee Benefits, Training & Development Procedures, New Employee On Boarding Procedures, Performance Management Procedures)
- Develop methods for creating and cascading Company KPIs to the individual level
- Develop HRIS Framework and design as a reference for the IT Developer team to develop HRIS
- Create New Competency Dictionary

Nov 2020 – Dec 2021

### Assistant Manager Organization Development - Citra Borneo Indah Group

*Responsible for organization structure & design, workforce planning, HR Policy, job descriptions, performance appraisal, competency management, talent management, organization diagnostic &*

*intervention, employee survey, and career management to create and maintain high performing organizations.*

Major responsibilities & accomplishments:

- Design Career Path based on job family movement
- Develop methods for creating and cascading Company KPIs to the individual level
- Create an outline for a Leadership Development Program to prepare future leaders of the holding company.
- Develop a talent management & succession planning framework, policy & procedure
- Develop a talent development program based on Human Asset Value (nine boxes) & competency gap
- Provide guidelines and facilitate user in creating key performance indicator
- Analyzing business structures, procedures, processes, and the utilization of resources.
- Deliver recommendation of effective solutions to meet business challenges and mitigate business risks from Organization strategy

**Apr 2019 – Oct 2020**

**HR Planning Staff - PT. Nindya Karya (Persero)**

*Working collaboratively with HR Planning Manager to create organizational design, man power planning, job descriptions, performance appraisal, talent management, and career management align with business strategy*

Major accomplishments:

- Develop Integrated Talent & Career Management System
- Provide guidelines in creating Man Power Planning Based on predicted number & type of projects
- Provide guidelines and facilitate user in creating key performance indicator.
- Provide guidelines to conduct work load analysis.
- Develop HR policies and procedures
- Remapping business process & redesign organization based on remapping result

**May 2017 – Sep 2018**

**Organizational Development Staff - PT. Cakrawala Andalas Televisi, Tbk (ANTV)**

*Working collaboratively with OD Supervisor in creating organizational structure & design, workforce planning, job descriptions, performance management processes, and monitor the process of mutation, promotion and placement of employees to create and maintain effectiveness of organization.*

Major Responsibilities:

- Perform administrative and monitoring processes on employee promotion, mutation and rotation
- Develop, design, implement and monitor Performance Management system.
- Create matrix competency models
- Conduct job analysis and workload analysis
- Conduct the Talent Mapping process
- Develop career path models and job grading.
- Design new Performance Management System by implement real time performance review

Achievement :

- Win the HC Technology Competition from SWA Magazine (2017)
- Win Employers of Choice Awards (EOC) from SWA Magazine (2017)

**Mar 2016 – Jan 2017**

**HR Generalist - PT. St. Morita Industries**

*As an individual contributor responsible for the day-to-day of human resources operations tasks in every area of HR, including recruiting, compensation and benefits, employee training and industrial relation.*

	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> <li>• Implement and administer employee data</li> <li>• Responsible in talent acquisition and recruitment processes</li> <li>• Develop, design, implement and monitor Performance Management system.</li> <li>• Develop, design, implement and monitor Training &amp; Development program.</li> <li>• Responsible in administering employee compensation &amp; benefit program.</li> </ul>
Jan 2015 – Jan 2016	<p><b>Admin Psychotest – PT. Sarlito Bina Persona (Biro Psikologi Sarlito &amp; Rekan)</b></p> <p><i>Responsible for the entire psychotest process from preparation, giving test instructions, administration, and scoring.</i></p> <p>Psychological test used:</p> <ul style="list-style-type: none"> <li>• IQ = APM / SPM, CFIT, IST, TIU I-V</li> <li>• Personality: EPPS, Papikostick, DISC, Graphic (DAP, BAUM, WZT)</li> <li>• Creativity: verbal test, numerical tests.</li> <li>• Others: MSDT (Management Style Diagnostic Test), Kreaplin, Pauli.</li> </ul>

## SPEAKER EXPERIENCE

Dec – Apr 2022	<p><b>Basic HR Development Program - A2S Consulting</b></p> <p><b>Module:</b></p> <ol style="list-style-type: none"> <li>1. Basic HR</li> <li>2. Job Analysis &amp; Job Evaluation</li> <li>3. Performance Management</li> <li>4. Competency Management</li> <li>5. Talent Management</li> <li>6. Training &amp; Development</li> </ol>
Sep 2020	<b>Millennials Online Career Fair – Degree Fair HMD Pertanian UNDIP</b>
Aug 2020	<b>Career Course Module Excelling at The Job Interview – Outstanding Youth Indonesia</b>
May 2020	<b>BCTalk Module Basic HR For Fresh Graduates – HRD Bacot</b>

## EDUCATION

2009 - 2015	<b>Bachelor of Psychology   Islamic State University Syarif Hidayatullah Jakarta</b> with GPA 3.27.
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## CERTIFICATION

2020	<b>Certified Human Resource Professional (CHRP)   UNIKA Atmajaya</b>
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## TRAINING & COURSE

2022	<b>People Analytics for Strategic HR</b> , Sailendra Institute
2021	<b>People Analytics</b> , Algorit.ma
2021	<b>Corporate Strategic Planning And Organizational Agility</b> , Airlangga Executive Education Center
2021	<b>Advanced Human Capital Accomplish</b> , UNIKA Atmajaya
2021	<b>Certified Organization Development Associate (CODA) Module Strategic Planning</b> , Transforma Consulting
2020	<b>Basic Human Resource Professional (Dasar &amp; Lanjut)</b> , One CHRP
2020	<b>Perancangan Struktur Organisasi Berbasis Proses Bisnis</b> , IHRI
2020	<b>How to Create HR Budget</b> , One CHRP
2020	<b>HR Score Card &amp; HR Activity Plan</b> , One CHRP
2020	<b>Performance Management Systems</b> , IHRI
2020	<b>Job Evaluation in Making Job Grading</b> , Pungki Purnadi & Associates