

INDRIA NURHAKIM

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EDUCATION

2016-2018	FACULTY OF ECONOMY AND BUSINESS UNIVERSITAS INDONESIA MASTER OF PLANNING AND PUBLIC POLICY GPA: 3.59/4.00	Jakarta, Indonesia
2011-2015	FACULTY OF SOCIAL AND POLITICAL SCIENCE UNIVERSITAS INDONESIA BACHELOR OF PUBLIC ADMINISTRATION GPA: 3.36/4.00	West Java, Indonesia

EXPERIENCE

2019-PRESENT	PT SOSIAL BISNIS INDONESIA (SOBI) <i>Human Resources Senior Associate</i> SOBI is an impact enterprise that continuously evolves to develop innovative solutions that balance human needs and the preservation of nature. My duties as a Human Resource are <ul style="list-style-type: none">Reviewing labor regulations in Indonesia and making additions/changes to the company's regulations by referring to the labor regulations in Indonesia.Ensuring that all regulations related to employee affairs at SOBI can be implemented properly.involve in the process of selecting new employees from the initial stage to the final stage.Calculate the allowance and develop plan/policy regarding benefits, which includes bonuses, salary increase schemes, and payment procedures.Responsible for asset management.	Jakarta, Indonesia
2019-2020	PT SURVEYOR INDONESIA <i>External Consultant</i> <ul style="list-style-type: none">Calculated the price adjustment for the construction of the Power Plant Project.	Jakarta, Indonesia
2019	COORDINATING MINISTRY FOR ECONOMIC AFFAIRS REPUBLIC OF INDONESIA <i>External Consultant</i> <ul style="list-style-type: none">Participated in a research project about investment in Indonesia.	Jakarta, Indonesia
2018	DEMOGRAPHIC INSTITUTE, UNIVERSITAS INDONESIA <i>Researcher</i> <ul style="list-style-type: none">Participated in a research project with Bank Indonesia about employment and commodity price in Indonesia.	West Java, Indonesia
2018	MINISTRY OF FINANCE REPUBLIC OF INDONESIA <i>External Consultant</i> <ul style="list-style-type: none">Presented research about the impact of tourism in Indonesia economy at 'Focus Group Discussion Sektor-Sektor Unggulan dan Pertumbuhan Ekonomi dengan Kendala Neraca Pembayaran'	Jakarta, Indonesia
2016	PT EXPERTINDO MULIASISTEMA <i>Associate</i> <ul style="list-style-type: none">Provided training programs to the new client about the company software program.Created the company website	Banten, Indonesia
2013	PT JASA MARGA <i>Internship at Community Development</i> <ul style="list-style-type: none">Controlled the implementation of social programs carried out by the company.Prepared reports on the implementation of social activities or donations that have been made by the company.	Jakarta, Indonesia

ACHIEVEMENT

2021	TOEFL ITP score 560
2018	PITTA Grant Award (A Research Competition Conducted by Universitas Indonesia)
2017	Delegate at Youth Action Forum, leadership training by United in Diversity
2014	Student Creativity Competition Conducted by Ministry of Higher Education Republic of Indonesia

VOLUNTEER & SOCIAL WORKS

2018	IJB-NET Communication Staff <ul style="list-style-type: none">• Prepared the grand opening of the organization• Developed the communication strategy that can be used to introduce the organization to stakeholders.	Jakarta, Indonesia
2017-2018	#NGOBROLIN 2030 INDONESIAN YOUTH FOR SUSTAINABLE DEVELOPMENT GOALS Project Officer and Coordinator <ul style="list-style-type: none">• Designed and assisted the team members in preparing educational programs about Sustainable Development Goals, especially regarding waste management.• Set targets for each department and reviewed their achievement periodically.• Succeeded in inviting many important stakeholders as speakers and attended by various youths from all over Indonesia.	Jakarta, Indonesia
2015	1 OPEN JUNIOR HIGH SCHOOL AND DIPONEGORO 2 OPEN JUNIOR HIGH SCHOOL Volunteer <ul style="list-style-type: none">• Prepared lectures about entrepreneurship to the students and their parents.	Banten, Indonesia
2012	CHILDREN EDUCATION AND DEVELOPMENT POLICY STUDY FORUM, FACULTY OF SOCIAL AND POLITICAL SCIENCE, UNIVERSITAS INDONESIA Project Coordinator <ul style="list-style-type: none">• Developed a social program targeted at elementary school children from unfortunate families.• Set targets for each member and assisted them in achieving the target.• Organized children's performances where they will perform in front of parents and University students.• Achieved the targeted number of students participating in the social activity.	Jakarta, Indonesia

SKILLS

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| • Human Resources Management | • Stata |
| • Exceptional Oral and Written Communication | • EViews |
| • Native in Bahasa | • Photoshop |
| • Excellent in English | |
| • Microsoft Office | |

INTEREST

- Policy analysis
- Human Resources
- Social activity
- Literature