

Muhammad Mahdi Dewantoro

Certified Human Capital Officer

December, 23rd 1995 | Malang, East Java, 65143

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About Me

Passionate about Human Resources with a strong enthusiasm for continuous learning and self-improvement. Committed to personal and professional growth, dedicated to evolving in these fields daily. I maintain an open-minded approach, readily embracing new opportunities in diverse areas such as information technology, construction, mining, education, and other related fields.

Work Experience

- PT Acset Indonusa, Tbk (PT Amman Process Expansion Project)

(12/2022 - 12/2023)

Construction Company (Mining), Sumbawa Barat - Nusa Tenggara Barat

Human Capital and General Service (HCGS) Staff

- Managed the Badge Request Management System (BRMS) for a team of over 300 individuals. My responsibilities included coordinating badge requests for new employees and workers, managing meal and camp arrangements, and preparing monthly reports for Amman. Additionally, I handled industrial relations between staff, workers, and the local labor department (Disnaker). I oversaw the outsourcing of staff and worker recruitment to third-party agencies, managed absenteeism records, and developed the Man Power Plan (MPP).
- Ensured the fulfillment of office needs, including procuring printers, laptops, email services, and stationery supplies. Coordinating travel requirements and managing the Medical Check-Up (MCU) process for new employees and workers was also part of my role. In addition, I handled Contractor Equipment and Fuel Access Request (EQR) for various vehicles, including Light Vehicles (LV), Dump Trucks, Concrete Pumps, and LV Escorts.

- PT Sepertiga Bahasa Internasional (OTCA)

(02/2022 – 8/2022)

Education and Consulting Company, Malang - East Java

Human Resources and General Affair (HRGA) Executive

- Held various responsibilities, including poster design, job posting, sourcing, and serving as an Education Consultant trainee. I managed the end-to-end recruitment and selection processes for Talent Acquisition Freelance, HR Internship, and Teacher/Tutor roles in multiple languages (German, French, Korean, Japanese, Mandarin, and Arabic). My role also involved enhancing employer branding and conducting training for Talent Acquisition Freelance and HR Interns.
- Successfully managed tasks related to absenteeism tracking, fostering positive industrial relationships, payroll management, and ensuring the fulfillment of office needs, including fingerprint systems, consumables, and stationery. I took charge of general administration (GA) duties, created budget plans (BoQ/RAB), and consistently contributed to HR-related projects on a weekly basis.
- Consistently implemented efficient employee data collection using PDF forms for every project I managed, resulting in cost savings exceeding 30% for each project.

- PT Mitra Tama Konstruksi (PT SIER Paving Project)

(11/2021 - 02/2022)

Construction Company, Surabaya – East Java

Logistics and Quality Control PIC

- Managed the reception and testing of materials, including paving, stone ash, iron, wood, and plywood. Conducted daily testing for paving, stone ash, and iron, while maintaining up-to-date records of delivery data and stock levels for these materials. Strategically planned the placement of paving and stone ash on-site. Oversaw procurement for project requirements, including K3 compliance, office stationery, and other essentials.
- Conducted site surveys to assess the location suitability for paving, stone ash, and iron fabrication. Maintained effective communication with security personnel, factory/vendor management, and other stakeholders to ensure a harmonious industrial relationship. Addressed complaints from factory/vendor management regarding paving and stone ash installations and related work. Ensured quality control by rejecting materials that did not meet the required standards.
- Enhanced project report management and filing efficiency through the use of Google Drive, Google Docs, Google Sheets, and Google Slides.

- PT Geo Core Samudra Indonesia

(12/2017 – 10/2020)

Construction Company, East Jakarta - DKI Jakarta

Human Resources and General Affair (HRGA) Staff

- Managed end-to-end labor and worker recruitment processes, including conducting training for new hires. Handled payroll administration, reporting for BPJS Ketenagakerjaan and BPJS Health, and the disbursement of various allowances and compensation, such as THR, transportation, annual bonuses, and project end bonuses. Facilitated the preparation of notary deeds, SIUJK, NIB, SKA documents, and ensuring legal compliance. Oversaw the procurement of office essentials, including printers, laptops, and stationery, while also contributing to budget planning (BoQ/RAB).
- Improved corporate filing processes, both online and offline, resulting in a 50% increase in effectiveness and efficiency.

Certification

• Human Capital Staff Certification

Hosted by: LSP MSDM Universal - Surabaya

Education

- Formal

- **Malang Islamic University** (2021 – Present)
Master of Administrative Science, GPA 3.76/4.00
- Recipient of the Master's Degree Scholarship through the Online Scholarship Competition in 2020, awarded by Medcom.id.
- **Brawijaya University** (2013 – 2018)
Business Administrative Science
Focused on Human Resources Management, GPA 3.17/4.00
- 100 students were selected in the 2013 Brawijaya University by the “Eksekutif Mahasiswa” of Brawijaya University on 9th, 10th and 16th November 2013.
- Publication: The Effect of Work Environment and Work Motivation toward Employee Performance (Study on Permanent Employees of Giant Ekstra Gajayana Malang).

- Informal

- **English First** (2019 – 2020)
English for Adults
South Jakarta – DKI Jakarta
Last Progress: Level 8 – Intermediate

Skills

- HR Administration
- Employer Branding
- e-Dabu BPJS Kesehatan
- SIPP BPJS Ketenagakerjaan
- Recruitment and Selection
- PKWT/PKWTT
- Payroll
- Interview
- Absenteeism
- Industrial Relationship
- Compensation and Benefit
- Labour Law (UU Ketenagakerjaan)
- Microsoft Office (Excel, Word, PowerPoint)
- Design Graphic (Canva, Photoshop)

Organizational Experience

- HRD Staff at Student Entrepreneur Center FIA UB. (2014 – 2015)
- Graphic Designer Staff at Student Entrepreneur Center FIA UB. (2013 – 2014)
- Leader (OC) of Kepemimpinan at Sekolah Kebangsaan Brawijaya 2013. (2013)
- Graphic Designer Staff at Tunas Luhur Senior High School Press. (2010 – 2011)

Achievement

- Apiary Academy Product Management Training Cohort 3 Scholarship for 3 months.
- Master Degree Scholarship of Online Scholarship Competition 2020 by Medcom.id at Islamic University of Malang, the Academic Year 2021/2022.
- Bootcamp SYNRGY Academy Batch 2 Scholarship 2021.
- 1st Place in the Online Competition Suarakan Indonesiamu in the Meme Category by Indonesia Travel and Suara.com in 2015.

Training/Course/Webinar

- **HR Competency Regular Class** (1/12/2023 - 3/12/2023)
Hosted by: AR Generasi Unggul
- **Sourcing Strategy: Tahap Fundamental dalam Proses Rekrutmen & Seleksi Karyawan** (18th April 2021)
Hosted by: Mekari University
- **e-Dabu BPJS Kesehatan: Panduan Lengkap dan Simulasi** (18th April 2021)
Hosted by: Mekari University
- **Key Performance Indicator (KPI) 101: Konsep, Studi Kasus, dan Expert’s Tips** (18th April 2021)
Hosted by: Mekari University
- **Paduan Payroll Sederhana** (6th November 2020)
Hosted by: KaryaOne
- **K3 Basic Factory** (26th October 2020)
Hosted by: Reenata Consultant
- **Administrasi HR untuk Pemula** (26th October 2020)
Hosted by: KaryaOne
- **Akuntansi Dasar dan Keuangan Bisnis** (26th September 2020)
Hosted by: Finata
- **English for Adults** (09/2019 - 09/2020)
Hosted by: English First
- **Microsoft Office Desktop Application** (2017)
Hosted by: Trust Training Partners

Additional Link for Certificates and Video CV

- Google Drive: bit.ly/MahdiCertificates
- CV Video: https://youtu.be/2d-4jMWVJ_g