Muhammad Mahdi Dewantoro
HRGA | UI/UX Designer | Product Management
23rd December 1995 • Malang, East Java, 65143

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About Me

Someone who has a high work interest in the field of Information Technology. Always keep learning, improving, and growing to become a better person every day. Very open to new things such as information technology, construction, education and other fields.

Work Experience

- PT Sepertiga Bahasa Internasional   **(02/2022 –8/2022)**

Education and Consulting Company, Malang - East Java

a. Product Executive

- Responsible for customer growth, preparation for new programs, developing new programs, competitor analysis, interviewing customers and looking for their pain point - complaint - compliment - feedback.
- Develop 2 programs in one month without any experience in product position.

b. Human Resources Generalist

- Responsible for poster design, job posting, sourcing, Education Consultant trainee - Talent Acquisition Freelance - HR Internship - Teacher/Tutor (German, French, Korean, Japanese, Mandarin, and Arabic) recruitment and selection processes (end-to-end), conduct training for Talent Acquisition Freelance and HR Internship, absenteeism, fulfillment of office needs (finger print, consumption, and stationery) or GA jobs, making a budget plan (BoQ/RAB), and making projects every week.
- Always done for every project that I created and always saving cost for every project that I made.

- PT Mitra Tama Konstruksi   **(11/2021 – 02/2022)**

Construction Company, Surabaya – East Java

Logistics and Quality Control PIC

- Receiving paving, stone ash, iron, wood and plywood, do a paving, stone ash, and iron test, daily update of delivery data and paving, stone ash, iron, wood and plywood stock, planning the location of laying paving and stone ash, procurement of project needs such as K3, office stationery, and other needs, survey the location of paving, stone ash and iron fabrication, communicate with security guards and/or factory/vendor management regarding the laying of paving and stone ash, receive complaints from factory/vendor management regarding the laying of paving and stone ash, as well as paving works, refuse paving and stone ash that does not match the quality.
- Make project reports and filing more efficient with google drive, google docs, google sheet, and google slide.

- **PT Geo Core Samudra Indonesia**   **(12/2017 – 10/2020)**

Construction Company, East Jakarta - DKI Jakarta

Human Resources and General Affair Staff (HRGA)

- Responsible for labor/worker recruitment and selection processes, conduct training for new workers, pay salaries and wages, report BPJS Ketenagakerjaan and BPJS Health, pay allowances and compensation (THR, transportation, annual bonuses, and project end bonuses), arrange notary deeds, SIUJK, NIB, SKA, fulfillment of office needs (printers, laptops, and stationery), and making a budget plan (BoQ/RAB).
- Made corporate filing both online and offline 50% more effective and efficient.

Education

- Formal

- **Malang Islamic University**   **(2021 – Present)**

  Master of Administrative Science

  - Master Degree Scholarship of Online Scholarship Competition 2020 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

- **Product Management by Apiary Academy**   **(27/5/2022 - Present)**
  - 5 students were selected for scholarship
- **UI/UX Design by Synapse Academy**   **(01/04/2022 – 30/04/2022)**
- **SYNRGY Academy Batch 2**   **(01/2021 – 07/2021)**

  Full Stack Web Development

  Focused on Android Engineer

  - Front End Developer on website creation of gotjeh.herokuapp.com in Pre-Bootcamp.
  - "BEASY" Android Developer in Main Bootcamp.

- **English First**   **(2019 – 2020)**

  English for Adults

  South Jakarta – DKI Jakarta

  Last Progress: Level 8 – Intermediate

Skills

- HR Administration
- UI/UX
- Product Management
- Recruitment and Selection
- Figma
- Miro

- Trello
- Noice
- Slack
- Google Docs, Sheet, Forms, Slide
- Microsoft Office
- Wireframing and Prototyping

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

- **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, Video CV, and Portfolio

- **Google Drive:** bit.ly/MahdiCertificates
- **SYNRGY Academy Project:** gotjeh.herokuapp.com
- **CV Project:** muhemde.github.io
- **CV Video:** https://youtu.be/2d-4jMWVJ_g

Best Regards,

Muhammad Mahdi Dewantoro