



YUDHA SEPTIANA

HR RECRUITMENT AND TRAINING

CONTACT

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EDUCATION

2017 – 2022

SEKOLAH TINGGI TEKNOLOGI
INFORMATIKA SONY SUGEMA

- Bachelor of Informatics Engineering
- GPA : 3.31 / 4.0

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Digital HR Documentation Systems

FUNCTIONAL HR SKILLS

- End-to-End Recruitment Management
- HR Administration & Employee Contracts (PKWT)
- Training Coordination (K3, Workplace Safety)
- Medical Check-up (MCU) Coordination
- HR Documentation Digitalization
- HSE Compliance Management

SOFT SKILLS

- Effective Communication
- Decision Making
- Critical Thinking
- Discipline & Perseverance

PROFILE

A dedicated HR professional with 5 years of experience in the manufacturing industry, specializing in Recruitment and Human Resources Development. Successfully led the digital transformation of HR documentation, reducing operational costs and improving data efficiency. Possesses expertise in full-cycle recruitment management, K3 (Occupational Health and Safety) training coordination, and ISO standard compliance (9001, 14001, 19011, 45001), supported by General K3 and HSE Officer Development certifications. Also a 3rd Dan (Black Belt) holder in Taekwondo, demonstrating discipline and perseverance.

WORK EXPERIENCE

PT. Bintang Abadi Angkasa

2020 – 2025

HR Recruitment & Training

- Conducted end-to-end recruitment processes for head office and multiple site locations, including job posting, candidate screening, interviews, and onboarding.
- Prepared employment contracts (PKWT) and maintained comprehensive employee documentation.
- Coordinated pre-employment medical check-ups (MCU) and training sessions, including K3 safety training, acting as a liaison with external clinics and hospitals for employee health requirements.
- Collaborated with management to efficiently fulfill manpower needs.
- Led the transition from manual to digital HR documentation to reduce operational costs and improve data accuracy.
- Occasionally supported internal training events and compliance activities related to HSE.

PROFESSIONAL COURSES & CERTIFICATIONS

- General K3 Expert – KEMNAKER RI (2024)
- HSE Officer Development Program – PT Garuda Systrain Interindo (2024)
- ISO 9001: 2015, Quality Management System – PT Garuda Systrain Interindo (2024)
- ISO 19011: 2018, Audit Management System – PT Garuda Systrain Interindo (2024)
- ISO 45001: 2018, Occupational Health and Safety Management System – PT Garuda Systrain Interindo (2024)
- ISO 14001: 2015, Environmental Management System – PT Garuda Systrain Interindo (2024)
- Cyber Security
- HR Business Partner – Basic Level
- Taekwondo 3rd Dan (Black Belt) – Kukkiwon (February 14, 2025)

LANGUAGES

- English (Intermediate)

- Availability : Immediately