



ISMAIL SASTRA

Industrial Relation, Control Budgeting, specialist set up new company for HR, communication well, manage outsourcing, ensure good working condition, certified Tax Pph21, certified problem solving & decision making, certified industrial relation, certified HCM.



DR Murjani III,
Berau, KALTIM



06 July 1988
Jakarta



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COMPUTER

MS Office | Excellent SAP | Good

LANGUAGES

English Communication &
Negotiation Skill | Good

PERSONAL INTEREST

Sports : running, football | Traveling

EXPERIENCE

SUPERVISOR SAFETY OPERATION

Since | 2022 Until Now

Make plan about K3, running programme, monitoring and evaluation – PT Kaltim Diamond Coal

GROUP LEADER SAFETY OPERATION

Since | 2021 Until Now

Ensure all condition are safe and prosedures run well, – PT Kaltim Diamond Coal

HR DEVELOPMENT SECTION HEAD

Since | 2019 – 2021 July

Report and Analyst sales to Manager ,Payroll, Problem solving and Coaching, Trainer. – PT Unggul Jaya Berkah

HRGA SUB SECTION HEAD - EXTERNAL & SLA PROJECT SPECIALIST

Since | 2016 - 2019

Report direct to HR Manager ,coordination with government about human regulation,problem solving and decision making, controlling budget, coordination with labor union. – PT Kirana Berau (subsidiary of Sinarmas Minning)

HRGA COORDINATOR

Since | 2013 - 2016

Manage Outsourcing, Payroll & Comben, Industrial & External relation, Handle All Operation. – PT Bina Bersama Berau

HRGA COORDINATOR

Since | 2011 - 2013

Manage Outsourcing, Payroll & Comben, Industrial & External relation, Handle All Operation. – KOPKAR Bina Bersama

EDUCATION & COURSES

Industrial Relation | Oct 2012

PPH 21 | Apr 2012

K3L (kesehatan, keselamatan, kemanan & Lingkungan)

| Oct 2012

Safety Riding | Oct 2014

Exel | Spt 2016

Technical Preparation PKB | June 2019

Pengawas Operational Pratama | 2021

ESQ Training | 2022

University Of 45 Makasar

Bachelor Management | 2010

HRM (Human Resources Management) | Oct 2016

Problem solvina | Oct 2016

Management Manpower Apects | Jan 2013

PPH 21 | Oct 2013

Application & Audit Of SMK3 | March & Nov 2013

Investigator | 2021 Training Drone | 2022

KPO Safety – KPO Maintanance – KPO Limbah B3 – KMKOP Dasar Listrik – KMKOP Izin Bekerja diketinggian | 2021