

# Alden Nelson

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## Professional Summary

- Experienced on various area in Operation Management, Human Resource Management, Corporate Social responsibility and Safety and Health in different industries in Fabrication, construction, manufacturing, renewable energy and tourism.
- Certification on Human Capital Manager (HCM)
- Certification on Talent Management (CTMP),
- Certification on Compensation and Benefit (CCBP)
- Certification on Industrial Relations (CIRP)
- Certification on Business Processes SAP Procurement (SCM 500)
- Certification on Business Processes in SAP Sales Order Management (SCM 600).
- Familiar with Manpower regulation ( UU No 13/2003 and UU Cipta Kerja No 6/2023)

## Project Achievement

- Established Talent Management strategy
- Established Management Development Program
- Established Total Reward strategy
- Established company regulation and collective labor agreement.
- Established and success on managing industrial disputes
- Established and success CTPAT (Custom Trade Partnership Against Terrorism) audit
- Established learning system (iPou) in the shop floor
- Established HR Digital for HRIS
- Established Corporate Social Responsibility/Sustainability
- Established P2K3 ( Health & safety committee)
- Established change management program
- Success on implemented Lean Six Sigma project ( DMAIC) for office management

## Education

- Bachelor degree in Industrial Engineering, University of Riau Islands. Batam, 2001.
- Master degree in Strategic Management Universitas Internasional Batam, 2019

## Proficiencies

- Multilingual (Native: Indonesian and Secondary: English)
- Computer Literacy (Ms. Office Software and SAP HCM)



## Professional Experiences

### **1. Head of Human Resource ( Oct 2023 – Present ) at NOV Profab Indonesia** **Responsibilities :**

- Working with top management for grow and strategize the HR department to support the organization
- Ensuring top performance for HR to increase productivity of the company
- Managing the HR team and overview the end-to-end HR process
- Serve as a strategic partner to business leaders and provide guidance on HR-related matters
- Develop and implement HR strategies that align with business objectives
- Manage and oversee employee relations, including conflict resolution, performance management, and employee engagement
- Conduct training for Managerial level, finalize training need analysis and evaluate the training plan on the effectiveness.
- Design and implement a comprehensive Succession Plan strategy to identify and develop internal talent for key roles.
- Work closely with department heads to create a talent pipeline that aligns with the company's long-term goals.
- Ensure compliance with local labour laws and regulations
- Partner with HR Centre of Excellence (CoE) to deliver HR programs and initiatives
- Coach and mentor managers on HR best practices
- Contribute to HR-related projects and initiative

### **2. Senior People Development Manager ( Feb 2021 – Sept 2023 ) at Mitra Sinergi Performa.** **Responsibilities :**

- Managing, monitoring, and reviewing business operations by providing strategic advisory services that assist organizations in improving productivity and overall performance
- Provide consultancy, advice, and guidance to people managers and employees on HR policies, labor laws, HR market practices.
- Conduct training for Managerial level, finalize training need analysis and evaluate the training plan on the effectiveness.
- Support organization change and transformation initiatives and contribute to effective change management strategies.
- Lead talent acquisition, including recruitment, onboarding, and manpower planning. Develop talent strategies and lead talent management process to assess talents, develop succession planning, career management, and development needs.

### **3. Head of HR ( Nov 2013 to Feb 2021 ) at PT. Casco Sea** **Responsibilities :**

- Work closely with Managing Director to develop and manage annual budgets to perform periodic cost and productivity analyses
- Developing and executing HR strategies aligned with the company's business goals and objectives. Conduct surveys to measure employee satisfaction and identify areas for improvement.
- Leading a high-performing HR team, providing mentorship, guidance, and fostering a collaborative and innovative work environment.
- Overseeing end to end HR processes including talent acquisition, onboarding, performance



- Conduct training for new hires and current employees, finalize training need analysis and evaluate the training plan on the effectiveness.
- Collaborating with global HR teams to ensure consistency in HR policies, practices, and programs across the organization.
- Provide support and guidance to managers in evaluating and improving employee performance.
- Ensuring compliance with all relevant labor laws, regulations, and industry standards.
- Playing a pivotal role in organizational change management, external relations, supporting transformations, and facilitating a smooth transition for stakeholders.
- Support managers and other employees in understanding and adapting to a new changes in the business/workplace environment
- Established coaching and counselling program to respective manager.
- Manage Employee suggestion scheme and work with department head to implement it
- Manage P2K3 and conduct regular audit to ensure no work accident
- Establish and manage Corporate Social Responsibility/Sustainability programs

#### **4. HR & GA Manager (July 2012 – Nov 2013) at PT.SaraRasa Biomass.**

##### **Responsibilities:**

- Support Managing Director on managing operation and budget for Human Resource, General affair and Corporate Social Responsibility
- Established and managing total reward programs
- Managing and retaining relationships with external parties to ensure the community support the operation
- Built and maintain good relationship and communication with government bodies (immigration, manpower office, environmental agency, local police and local regency, district, village people ).
- Prepare and implement corporate social responsibility program to embrace responsibility for corporate actions and to encourage a positive impact on the environment and stakeholders including consumers, employees, investors, communities, and others.
- Manage and ensure company permit adhere based on Indonesian rules.
- Manage expatriate document and mobilization, manage transportation and housing
- Manage dormitory and office building to ensure safe work for all employees.
- Establish and manage Corporate Social Responsibility/Sustainability programs
- Work with local village to ensure the security in the factory.
- Conduct safety audit and update to Management for improvement needed to minimize hazard potential issue.

#### **5. Executive Human Resource (January 2006 – July 2012) at PT.Sanmina SCI Batam.**

##### **Responsibilities:**

- **Recruitment & Selection** : Managed recruitment needs based on job requirements, and advise an actions to hiring managers regarding the status of the recruiting process, sourcing and management of candidate pools:, identify and approach active and passive candidates through internal and external channels to fill positions in a timely manner, build and maintain candidate pools and talent pipelines, competency interviewing to identify and differentiate candidate in presentation and short-list process.



- **Training and Development** : Managed and aligns learning development strategies with operational strategies and performance targets, conduct training for new hires and current employees, finalize training need analysis and company training plan, evaluate the training activities and program effectiveness, finalize training matrix for competency development and prepare career planning and career path for employee. Prepare resource development based on TS 13485, AS 9100C, TL 9000 .
- **Performance Management** : implemented performance management system in alignment with corporate requirement on performance review program, prepare and review current job description and set up new job description as needed, develop and implement job grading system and prepare and implement performance appraisal.
- **Total Reward** : Establish and maintain total rewards program such as attractive compensation, benefits, wellbeing (employee assistants programs, diversity, equity, inclusion and belonging programs), recognition and development.
- **Industrial Relations**: Managed bipartite labor dispute, liaise with government and act as management representative, manage relationship with government institution, labor and other agencies, build communication concepts among employer and employees, manage and implement employee suggestion scheme, prepare and evaluates collective labor agreement in compliance to current regulations and conduct counseling and grievance handling.
- **General Affairs**: Managed expatriate document and mobilization, manage transportation and housing, ensure and implement on safety and regulation are comply to government regulation, update and monitor work risk management system, ensure security implementation based on CTPAT requirement are implement in the premises together with all security personnel to ensure good security in the premises. Work with Security Global Corporate Coordinator to update the implementation of Corporate Requirement.
- **Health and Safety** : Managed effectively and collaborate with other departments and respond on work safely, ensure health and safety risk and hazard assessments and monitoring process to provide a regular reporting to the management, Ensure company conforms to local statutory and corporate requirement in regards to Environmental and Workplace Health & Safety, Monthly health and safety audit, conduct yearly fire evacuation drill in the plant

## 6. QA Engineer ( September, 2002 – January, 2006 at PT.Thomson Batam.

### Responsibilities:

- Conduct recruitment for Quality team.
- Coordinate and conduct in house training for the new subcontractor and for quality personnel.
- Monitor, evaluate training activities and program effectiveness for subcontractor personnel and quality personnel.
- Improve skill and competencies of subcontractor and quality personnel.
- Conduct survey audit for all new subcontractor.
- Improve quality issue to ensure no repeated customer complaint
- Conduct internal audit for ISO 9001 and ISO 14001 for all subcontractor and align with business strategy



## Skills

- Agility
- Analytical thinking and innovation
- Communication
- Conflict Management
- Empathy and compassion
- Flexibility
- Leadership & social influences
- Negotiation
- People Management
- Presentation
- Problem Solving
- Strategic Thinking
- Leverage cloud Technology

## Memberships

- GNIK ( Gerakan Nasional Indonesia Kompeten/ Competent Indonesian National Movement )
- IPSM (Ikatan Praktisi Sumberdaya Manusia/ HR Management Association ) Bareleng
- A2K3 ( Asosiasi Ahli Keselamatan dan Kesehatan Kerja/ Health & Safety Association) Kepri

## Trainings Attended

- Salary Structure on Jan 24
- Industrial Relation (IR) Compliance Matrix on Nov 23
- Digital Leadership by IPB University
- Leader as Coach by Info HR Indonesia
- HR Business Partner implementation by SDM Cendekia
- Supply Chain Innovation Submit (SCIS) 2021 by ISCEA Indonesia
- IMS Fundamental ISO 9001 (QMS), ISO 14001(EMS) and 45001 (OH&SMS) by Freemind Consulting
- Digital Logistic and Supply Chain Financing by Lembaga Pengembangan & Konsultasi Nasional
- Agility Transformation by GNIK
- Government Regulation No 35 year 2021 by AMHI and Ministry of Manpower
- Industrial Relation Dispute Settlement Post Omnibus Law No 11 year 2020 by HR Wiki
- Leadership Agility in Time of Change by Sinarmas Mining and Garuda Indonesia
- Human Capital Analytics Maturity Model by GNIK
- Employee Engagement in modern way by Sinarmas Mining
- Managing Personal Disruption by P2SDM
- Crafting Human Capital as Business Player in New and Next Normal by GNIK
- The Role of HR Managing Covid 19 Challenges by Sinarmas Mining and Bain & Company
- Attracting and Retaining Talents through flexible Benefit Scheme by IPSM and GNIK.
- Internal Auditor IATF 16949:2016 by GT Consultant.
- BimTek Company Regulation and Collective Labor Agreement by Manpower Batam.
- Integrated Management System Internal Auditor conducted by Pera Neville Clark
- Bimtek Zero Accident conducted by Manpower Batam
- Green Belt Six Sigma by Sanmina SCI Corporate
- Community Emergency Preparedness conducted by Singapore Civil Defense Force.
- Fire Fighting Training conducted by Batamindo .
- Train the Trainer by Management Development Institute of Singapore.
- Ahli K3 ( OHS ) by Ministry of Manpower
- Six Sigma Green Belt conducted by Sanmina HQ
- Risk Assessment conducted by Sanmina