

# Andi Nur Indah Mentari

## Graduate Human Capital Management

Makassar | +62 822 2651 1668 | <https://bit.ly/LinkedIn-IndahMentari>  
[andiindahmentari56@gmail.com](mailto:andiindahmentari56@gmail.com)

---

### **PERSONAL INFORMATION**

Graduate Human Capital Management who enthusiast in strategic human capital management, organizational behavior, recruitment and selection, training and development, occupational health and safety (OHS), diversity, equity, and inclusion (DEI) and all that related to capital issue. I am currently taking role as OHS Technician, ensuring that workplace health and safety implementing and monitoring well. I am such a motivated self-starter who is driven to solve the problem, determine to finish the tasks given and cooperating fully with the team. Together, I have a good attitude and responsibility, strong desire to learn then improve, contribute and dedicate.

---

### **EDUCATIONAL BACKGROUND**

Management (Human Capital) | President University 2019-2023

Achievements:

- GPA: 3.43 /4.00
  - Jababeka 1 Scholarship from President Educational Foundation (Full scholarship)
- 

### **COMPETITION AND ACHIEVEMENTS**

- 2nd Runner Up of LKIR South Sulawesi Regional Science Expo, 2016
  - Winner of 2nd Bulukumba Islamic Debate, 2017
  - 1st Runner Up Bulukumba Trourism Ambassador, 2017
  - Awardee OSC Scholarship, 2018
- 

### **WORK EXPERIENCES**

#### **PT. Thiess Contractors Indonesia, Halmahera (HSM) Nickel Project**

November 2023 - Currently | OHS TECHNICIAN

Occuational Health and Safety Department

#### **Duties and Responsibilities:**

- Actively communicate with operational personnel to ensure OHS standard are understood and implemented well
- Identify potential hazards and analyze the risk of hazards in the workplace
- Monitor the health conditions of work environment and safety of work equipment
- Monitor and maintain reporting documents related to HSE
- Compile and develop weekly, monthly and year to date HSE performance reporting to management and client
- Develop HSE programs which are promotive, preventive and correctivein minimizing the number of work accidents and occupational diseases
- Ensure all action plans (incident investigation, audit, inspection, hazard report, etc.) identified and recorded has been followed up and completed the process
- Conduct and evaluate investigations to analyze the causes of work accidents, thus it an be controlled and the same accidents will not recur.

## **PT. Vale Indonesia Tbk**

August - October 2023 | TALENT MANAGEMENT INTERN

Talent Management Section - People and Culture Department

### **Duties and Responsibilities:**

- Assist Talent Management (TM) manager and officer in managing and conducting training, mentoring, coaching and seminars for all level of employee
- Assist TM team for on-boarding new hire
- Back up training administration (Vendor documents contract, training hand book and guidance, attendance training record, training evaluation form, etc.)
- Organize training and induction at PTVI.

## **PT. Thiess Contractors Indonesia, Melak Coal Mine Project**

June - October 2022 | HUMAN RESOURCES INTERN

Training and Development Section - Human Resources Department

### **Duties and Responsibilities:**

- Assist the HR supervisor and officer in recruitment process (Curriculum vitae, resume and others document screening, phone screening and interview screening)
- Assist HR team in conducted Corporate Social Responsibility (CSR) program
- Back up training administration (Complete, upload, update, register and monitor data on the system)
- Organize training and induction in Training Center
- Conduct research survey related to Human Resources for project development.

---

## **ORGANIZATIONAL EXPERIENCES**

### **BANTILANG (The Environmental and Cultural Observer Organization)**

Nov 2016 – Nov 2017 | FOUNDER AND FIRST GENERAL SECRETARY

- Responsible for making the management decrees (SK), MoMs, writing letters and proposals for organizational activities, as well as filtering letters that accepted by the organization and responding to these letters
- Responsible for making all proposals, ToR, and accountability reports for each organizational activities.

### **ADWINDO BULUKUMBA (Management of the Indonesia Tourism ambassador Association)**

2016 – 2018 | PUBLIC RELATION

- Responsible for establishing cooperative internal and external relationships to the organization, and maintain the good reputation of the organization
- Responsible for providing information to the public or parties who need it so that the aims, objectives and activities of the organization are known
- Responsible for assisting the leader in developing plans and activities related to public relation as a form of reciprocal communication.

### **DIVERVENTURE Sport Club President University**

Sept 2019 – Sept 2021 | CHAIR PERSON

- Responsible to coordinate and organize the entire organization and its work program as well as be accountable internally at every meeting of the organization's management
- Responsible for monitoring the progress of work carried out by each organization's division.

---

## **VOLUNTEER AND PROJECT EXPERIENCES**

### **Volunteer Projects:**

- Youth Volunteer of Sahabat Pulau Bulukumba, 2018
- 250 Trees for Penghijauan Bekasi, 2020
- English Tutor of Bulukumba Youth English Society, 2022

### **Webinar and Event Projects:**

- Virtual Tourism and Cultural Expo, 2020 | Secretary
- E-Commerce for Driving Business Nowadays, 2020 | Event Organizer
- Economic Smart Challenge, 2020 | Event Organizer
- Industrial Psychology: Healthy Employees, Healthy Organization, 2022 | Public Relation

### **Internship Projects:**

- Factors Influencing Employee Performance at PT. Thiess Contrators Indonesia Melak Mine Project, 2022
- Implementation of Green Human Resources Management Practices at PT. Vale Indonesia Tbk, 2023

---

## **SKILL AND ABILITIES**

### **Behavioral:**

- Analytical Thinking
- Interpersonal Skill
- Time Management
- Teamwork

### **Technical:**

- Data Analyses and Interpretations
- Scientific Writing
- Presentation

### **Software:**

- Microsoft Office
- Google Office
- SPSS
- Canva

### **Language Proficiency:**

- Bahasa Indonesia (Native)
- English (Intermediate)

---

## **RECOMMENDATION**

**Al Azhar Yusuf** | OHS Coordinator, Thiess Melak

[alyusuf@thiess.com](mailto:alyusuf@thiess.com) | +62 813 4807 1789

**Cahyadi** | Superintendent Safety and Training, Thiess Batam Rebuild Center

[ccahyadi@thiess.com](mailto:ccahyadi@thiess.com) | +62 811 5423 180