

KANTI PRASETYO RACHMANDANI

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EDUCATION

UNIVERSITAS JENDERAL SOEDIRMAN

2013-2018

S.M, Human Resource Management, GPA: 3.26/4.0

EXPERIENCES

PT. BATUTUA TEMBAGA RAYA

(Merdeka Copper Gold, Tbk subsidiary)

Specialist – People Development

July 2021 -

Now

- Developing flow process on Training section as new position on HR area
- Coordinating with stakeholder to arrange TNA with objective making effective and optimal Training
- Creating competence matrix and individual competence form to assess competence and findings gaps
- Develops training development programs and objectives.
- Creating job description form to making clear about what employee do and their task can be measurable
- Creating employee training evaluation form with qualitative methods to evaluate and measurable results
- Running & monitoring individual development plan (IDP) with External Affairs department as pilot project
- Developing Female Operator Program with Local Resources as Participants coordinating with Technical Trainer Mining Department
- Developing Mining Crew to be Operator Dump Truck partnership with Technical Trainer Mining Department

PT. GUDANG ADA GLOBALINDO

Human Resource Business Partner

July 2020 –

July 2021

- Execute E2E Recruitment Process to Support Department Functions (Except Tech & Product Dept)
- Partner with Business Unit related to Creating effective Organizational Structure, arranging and maintain Manpower Planning, & Creating & Maintain Job Description
- Partner with Business Unit related to Performance Management activities (Probations Review, 360 Degrees Team Performance Review) and work closely with OD Team
- Supporting Employees to improve work relationship, build morale and increase productivity and retention
- Manage employee relation issue, conduct effective and objective investigation
- Responsible to HR Administration and work closely with Compensation & Benefit team

PT. BINA SINAR AMITY (SINARMAS LOGISTICS BUSINESS UNIT)*Talent Acquisition Specialist*December
2020 – April
2021

- Responsible to E2E Recruitment Process and setting Target Fulfillment
- Creating Guidelines for HR Representative in each Branch Related with Recruitment Procedure
- Responsible to HR Administration and work Closely with Compensation & Benefit team

PT. TEMAS, Tbk*Recruitment Officer*Oct 2018 –
Nov 2019

- Responsible to E2E Recruitment Process focusing on Port and Container Depot Business
- Partner with Port & Container Depot Business Unit to arranging Manpower Planning budget
- Conducting Training Program for New Operator for Port Heavy Equipment Program
- Responsible to HR Administration work closely with HR Generalist & Payroll team

ACHIEVEMENTS**2022**

- Completed Female Operator Development Program with 100% local resources, partnership with Mining Dept

2021

- Project Leader for 1st Implementation ISO 27001:2013 from HR Side with Results above the target (Zero findings from Target 4 Minor Findings)
- Running 1st Implementation ISO 14001 & 45001 at Wetar Project from HR Side

2020

- Setting up Logistics Dept as New Entity PT. Gudang Logistik Globalindo from HR Side
- Running Workload Analysis (FTE Methods) for Analyze Manpower Need

2019

- Finishing Recruitment Project for New Hiring Operator & Mechanic for Port Heavy Equipment
- Creating Operator Development Program as Talent pool to support the Port & Container Depot Business
- Reduce hiring cost up to 27 million/person related with Mechanic Hiring Program

TRAINING

- Capital Market School by IDX
 - Recruiting: Talent Acquisition & Hiring by Udemy
 - Microsoft Excel: *Excel from Beginner to Advanced* by Udemy
 - Internal Auditor Training for ISO 27001:2013 by Capio Technologies
 - Internal Auditor Training for ISO 14001 & 45001 by Intertek Consultant
 - Basic Safety Training by PT. Batutua Tembaga Raya
 - Designing Training Program by PPM School Management
 - Merdeka Leadership Academy by MDI Tack
 - Analyzing & Writing Job Description by Korn Ferry Indonesia
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