



ANDIKA ALFAQURI, S.Pd., C.CTr

HUMAN RESOURCE – LEARNING & DEVELOPMENT

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Griya Pratama Mas B2/24, Setu – Bekasi, 17320

PROFILE SUMMARY

My Background in human resources and education. I feel so passionate and enjoy my job as an HR because being a part of people's growth and helping them to achieve their goals are my biggest satisfaction. For that reason, I'm looking for a career, mentor & companies that have strong values & missions to light up my spark and achieve my further goals.

Additionally, The companies that had been become part of my journey were non-profit, education, MICE, retail and specialized manufacturing industry.

My Character in Psycological Test, I'm an ENTJ. My strengths are ideation, maximizer, responsibility, learner, futuristic, relator and connectedness. The principles that I hold : "there will always a way even in hardest time", to be honest in work, focus, target oriented and "put your glass half-empty". I also always try to think in circle to understand what people see, think and feel.

I always open for projects, collaborations and opportunities.

PROFESSIONAL SKILL

- Learning Management System (Moodle)
- ISO 2200 : 2018 Certificate
- Internal Audit Certificate
- FSSC Ver 5.1 Certificate
- Trainer Retail Certificate
- Labor & Regulaton (BPJS)
- E-Recruitment
- Training Need Analysis (TNA) & Trainer

TECHNICAL SKILL

- MC (Master Of Ceremony)
- Protokoler & Public Relations
- MS Office Excel Intermediate
- HRIS
- Canva & Adobe Photoshop CS
- Recruitment Tools

EDUCATION

Universitas Negeri Jakarta (2012-2016)

Bachelor in Education

Pendidikan Bisnis – Tata Niaga

IPK 3,68

ACHIEVMENT

- The First Winner Duta FE UNJ 2014
- The First Winner Mahasiwa Wirausaha UNJ 2015
- Protokoler Internasional Seminar and Conference on Islamic Beyond 2015
- Protokoler Seminar dan Konferensi Nasional UNJ 2015
- 25 Besar Abang Jakarta Timur 2015
- Awardee Beasiswa Bidik Misi 2012-2016

ORGANIZATION ATTENDED

- BEM FE UNJ 2014–2015 (Head of Administrtion)
- HMJ EA FE UNJ 2013–2014 (Head Of Administrtion)
- HMJ EA FE UNJ 2012–2013 (Staff Of Administrtion)
- Humas FE UNJ 2014–2015 (Duta FE UNJ)

WORK EXPERIENCE

PT. Daya Indah Yasa (Agust 2023 – Now)

Learning & Development Supervisor

- End-to-End L&D Process
 1. Collaborated to formulate TNA annually for 15 (fifteen) departments and categorized for staff level Manager level
 2. Structured monthly training programs for technical and soft skills to 15 (fifteen) departments and conduct training 4 days a week
 3. Creating and developing learning module for soft-skill and technical topics
 4. Delivering training online and in-class training with minimum duration 5 hours a day
 5. Conduct pre and post training assessment for participants and reporting to superiors
 6. Actively collaborate to search until reach agreement with training external vendors to deliver training for the company
- Responsible for Developing the MT Program
 1. Handling for class scheduling until assessment for the MR DIY MT Program currently for 5 (five) batches
 2. Delivering class and team activities for MT students weekly and monthly including preparing OJT (On The Job) Training class and module for MT students

PT. Sukanda Djaya – PT. Diamond Food Indonesia, Tbk (Sept 2022 – Agust 2023)

Corporate Training & Development Supervisor

- Trainer
 - Softskill (Core Competency & Managerial Competency)
 - Teknikal
 - Mandatory (Induction New Employee)
- Training Need Analysis
- End to End Development Program and Training
- Support Certification ISO 2200 : 2018, FSSC Ver 5.1, Sistem Jaminan Halal, Safety (K3)
- E- Learning / Learning Management System (Moodle)
- Handle Document, SOP, Work Instruction and Work Flow
- HRIS
- MC-Ing and Create Event (Outing, End Year, Halal Bihalal, Purna Bakti, 10 Tahun Masa Bakti)

- Support Audit External / Vendor / Government
- Training Evaluation
 - Level 1 (Reaction)
 - Level 2 (Knowledge)
 - Level 3 (Behavior)
 - Level 4 (Result)

PT. Midi Utama Indonesia, Tbk / Alfamidi (March 2019 – August 2022)

Senior Officer – People Development

- Training Need Analysis
- Training Crew Store and Manage Development Program
- Manage Potential Data Employee for Development Program
- E- Learning / Learning Management System (alfalearning)
- Support Certification ISO 27001 : 2013
- HRIS
- Training Evaluation Level 1 – Level 3

BPJS Kesehatan KC Bekasi (Nov 2016 – Jan 2019)

Administration of Participant and Customer Service

- Handle Registration BU / Badan Usaha
- Handle EDABU used for BU / Company
- Handling complaints
- Legalization and Entry Data

TRAINING

Training External

- Certified Corporate Trainer (July 2023) – PT PT. Generasi Indonesia Berkelas
- ISO 2200 : 2018 (December 2022) – PT Rei Sistem Indonesia
- Internal Audit (December 2022) – PT Rei Sistem Indonesia
- Cleaning Sanitation & Chemical Handling (December 2022) – PT Kevin Chemindo Anugerah
- FSSC Ver 5.1 & HACCP (January 2023) – PT Rei Sistem Indonesia

Training Internal

- Sertifikasi Trainer Retail A – PT. Midi Utama Indonesia, Tbk
- MS. Excel Intermediate Certification (V/H Lookup, Pivot Table, Dashboard) – PT Sukanda Djaya
- Sistem Jaminan Halal – PT Sukanda Djaya
- Pest Awareness – PT Sukanda Djaya
- Crisis Management & Contingency Plan – PT Sukanda Djaya
- Simulasi Tanggap Darurat – PT Sukanda Djaya
- GMP, GWP, GDP – PT Sukanda Djaya
- Good Warehouse Practice – PT Sukanda Djaya
- Cleaning sanitation and Chemical Handling – PT Sukanda Djaya