

# MOHAMMAD FAHRUROZI

BLOK CENDANA A6 PANORAMA BUKIT CINERE  
CINERE, DEPOK, JAWA BARAT, INDONESIA

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## OBJECTIVE

As a dynamic individual who has experiences in Human Resources more than 20 years, I help company to ensure their HR management system running well with developing and implementing system/tools, and managing team to achieve company objective.

## EXPERIENCES

- **Head of HR (Co-Founder) in PT Pijar Semesta Sejahtera (Management Consulting) Jakarta 2023 - Present**

Activities:

- Formulate and implement HR Strategic Plan; Lead and manage all aspect of HR
- Evaluate Plan and ensure continuous improvement in HR implement properly

Achievements:

- Successfully establish HR Strategic Plan
- HR Spectrum activities and continuous improvement running well

- **Expert Member – Freelance in GLG (Consulting) <https://glginsights.com/>, 2023 – Now**

Activities: Help giving advise/insight to GLG Projects

- **HR Manager in Hasnur Group Mining Division Jakarta, 2012 – 2023**

Activities:

- Ensure HR activities running well in all company subsidiaries in mining division.
- Give advice proportionally to Board of Director related to HR matters
- Develop and implement HR System (Policies & Procedure) for All HR Functions like Recruitment, Administration, Organization Development (OD), C&B, and IR.
- Propose HR Strategic Planning in mining division linked to Business
- Administer Corporate Compensation-Benefit & Industrial Relations

Achievements:

- Successfully developed organization structure and job description
- Established HR Strategic Planning & Successfully developed competency system
- Established Company Regulation & HR System (Policies & Procedures)
- Corporate Compensation-Benefit & Industrial Relations running well
- Successfully managed Training & Development (Talent Assessment, Training, etc)
- Successfully managed Project Closing related to HR and GS (General Services)

- **HR Manager in Bara Indah Group (Mining Business) Jakarta, 2010 – 2011**

Activities:

- Ensured HR activities running well in all company subsidiaries and branches.
- Developed and implemented HR System (Policies & Procedures)

Achievements:

- Successfully handled Industrial Relation matters.
- Successfully developed HR System (Organization Structure, Job Description, KPI, etc).
- Payroll activities run on time every months

- **HR Counselor in Chevron Indonesia (Oil & Gas Business), Duri-Riau, 2009 - 2010**

Activities:

- Proposed advice/recommendation to management about HR practice linked to business
- Facilitated management and employee about HR matters
- Socialized policy and company regulation to employee and anticipated employee issues

- Ensured policy and company regulation implemented
- Ensured training and development program delivered well
- Ensured Performance Management Process running well
- Ensured Recruitment Process running well

Achievements:

- Successfully socialized New Company Regulation to Employee.
- Implemented policy related to HSE (Health, Safety & Environment)
- Solved outsourced-employee demonstration so operational activities keep in running well
- Renewed Formalities Contract Agreement with three party (Agent) on schedule
- Fulfilled the vacant position with Recruitment Process on schedule
- Established Training Plan with competency approach as training guideline.
- Successfully facilitated Performance Management process in the end of the year
- Successfully supported in implementing HR projects like competency project and Performance Appraisal Information System based on Website

- **Compensation, Benefit and HRIS Manager in DHL Express Indonesia (Express Delivery & Logistics Business), Jakarta, 2008 – 2009.**

Activities:

- Planned and arranged department strategic planning
- Managed, arranged, and monitored the annual budget
- Managed subordinate to ensure activities running well
- Developed, improved, and reviewed Remuneration Policy
- Conducted and analyzed competitiveness survey
- Reviewed and gave recommendations of salary annual reviews, propose to regional
- Adopted Remuneration administrations practices in line with regional standards
- Continuously updating salary & benefits schemes with any regional changes
- Developed and implemented incentive plan to meet business performance requirement
- Managed the staffing quotas/ratio of expatriate versus local staff.
- Ensured annual staff performance review
- Ensured Human Resources Information System running well and data updated
- Managed for the reporting of Remuneration as required.
- Collaborated and negotiate with insurance provider to provide insurance for employee
- Collaborated with recruitment department to develop e-Recruitment (Recruitment online)

Achievements:

- Implemented updated Employee Relocation Policy with highly acceptance to the policy from employee
- Got approval from regional for Remuneration Package Proposal as part of the Organizational Restructurisation in facing Global Financial Crisis

- **HRIS & Remuneration System Officer in PT PAMAPERSADA NUSANTARA (Subsidiary Company of Astra International in Mining Contractor Business), Jakarta, 2001 - 2008.**

Activities:

- Developed individual performance conversion for mechanics
- Developed and analyzed operators pension system and incentive of operators
- Developed and implemented Payroll Information System with Ellipse Software
- Developed PAMA Human Resource Management System Standard Manual
- Conducted Internal Audit for ISO 9001:2000 & Arranged SOP
- Negotiated and administered employee insurance
- Conducted and Analyzed Salary Survey using Mercer System and Salary Structure
- Analyzed and Calculated Bonus and Incentive
- Developed and Analyzed Manpower Planning
- Area Surveyor Coordinator for PAMA Employee Opinion Survey 2007
- Conducted Training Need Analysis
- Arranged Training Modules and conducted training for the other employees
- Developed HR Modules of Ellipse (Integrated HR Information System Software)
- Developed HR KPI (Key Performance Indicator) Data Warehouse

#### Achievements:

- Implemented individual performance conversion formulation policy for mechanics as conversion guideline for individual performance appraisal
  - Successfully implemented operators pension system & operator incentive
  - Acted as Business Analyst for Payroll Information System Project.
  - As internal auditor for ISO 9001:2000
  - Successfully established salary structure for all positions with using job grading, salary survey with Mercer, and Government Regulation related to minimum wages to determine salary range. Also determined salary adjustment.
  - Implemented bonus and incentives formulation for non operator non mechanics
  - As Surveyor Coordinator for Employee Opinion Survey
  - Established Training Plan as part of change management process in HRIS implementation
  - Acted as trainer for HRIS implementation and Remuneration induction
  - Successfully implemented modules of HRIS like Time Management, Payroll Module, etc.
  - Implemented HR KPI Data Warehouse that help management to take decision quickly
  - Successfully established new System Operating Procedure (SOP)
- **Internship Program-On the Job Training in PT Mohaputra Samudera Perkasa (Company of Sea-Transportation for Oil Distribution), Jakarta, 2000.**  
Activities:
    - Analyzed business process, organization structure, Job Analysis and Job Description
    - Arranged SOP (System Operating Procedure)

Achievements: Successfully established organization structure, SOP, and Job Description.

#### **EDUCATION**

*BNSP - Certified HR Manager, Badan Nasional Sertifikasi Profesi (BNSP), Jakarta, 2020*

*Magister Management Program, Human Resources Management, PPM Graduate School of Management, GPA 3.38 (Scale 4), Jakarta, 1999-2001.*

Mathematics (Minor: Operation Research), The University of Padjadjaran, Bandung, 1993-1999.

#### **INTELECTUAL MEETINGS**

- Finance for Non-Finance, PPM Graduate School of Management, Jakarta, 2019.  
Knowledge and Skill Developed: · Principles & Concepts of Finance Management
- Train for Trainer, In House Training, Jakarta, 2019.  
Knowledge and Skill Developed: · Principles & Concepts of Training
- Strategic Decision Making, PPM Graduate School of Management, Jakarta, 2019  
Knowledge and Skill Developed:
  - Principle and Concept of Strategic Decision Making
  - Knowledge of Strategic Decision Tools
  - Risk Management related to Strategic Decision Making
- Millennial Talent Management Seminar, 3V Consulting, Jakarta, 2018.  
Knowledge and Skill Developed: Behavior of Millennial Generation & Working Style
- Astra First Management Program (AFMP), Astra Management Development Institute (AMDI), Jakarta, 2007.  
Knowledge and Skill Developed:
  - Principle and Concept of Leadership and How to Manage the Team
  - Principle and Concept of Coaching and Counseling
  - Principle and Concept of Strategic Management with Balanced Scorecard Approach