

SYAHROMI PADANG

Pagarsih Street, Bandung, West Java, Indonesia, 40241

Website : roendels.com

Professional Summary

Results-driven HR & GA professional with 3+ years of experience in talent acquisition, employee relations, training & development, and HR compliance. Proven track record in managing HRIS systems (Ecount, MYOB, SunFish), administering BPJS & expatriate permits, and ensuring compliance with Indonesian labor laws and ISO standards (9001, 14001, 45001, IATF 16949, ISO/IEC 17025). Skilled in performance management, organizational development, facility operations, and HR digital transformation. Passionate about driving employee engagement, process improvement, and strategic HR initiatives that align with business objectives.

Work Experience

PT Jinsung IND Teknik / Jinsung IND Co.,Ltd

Jan 2024 – Apr 2025

Assistant HR & GA Coordinator

(WFO) Bekasi, IDN

Human Resources Management

- Reduced recruitment lead time by 20% by streamlining job posting, screening, interviewing, and onboarding.
- Resolved employee relations cases (grievances, disciplinary actions, conflict resolution), achieving 90% satisfaction in follow-up surveys.
- Managed 50+ employee records in HRIS (Ecount & MYOB) with 100% accuracy.

Legal & Compliance

- Ensured compliance with Indonesian labor laws and ISO standards (9001, 14001, 45001, and 37001), resulting in zero audit findings.
- Handled expatriate permits (RPTKA, eVisa, IMTA, KITAS) with 100% accuracy and no delays.
- Managed corporate legality and licensing (SIU, NPWP, SBU, PKP), ensuring 100% regulatory compliance.

Facility Management

- Oversaw facility operations (HVAC, water treatment, electricity distribution, vertical transport), reducing maintenance downtime by 30%.
- Drafted and monitored operational budgets and facility improvements, optimizing cost efficiency.

Strategic Support

- Partnered with chief representatives to execute strategic HR & GA initiatives, improving workforce efficiency by 15%.
- Built collaborations with stakeholders (BPJS, insurance providers, consultants, and vendors), achieving 20% SLA improvement.

PT Garuda Metalindo Tbk

May 2022 – Jan 2024

Training and Development Specialist

(WFO) Jakarta, IDN

Training & Development

- Designed and delivered onboarding, upskilling, and refresher programs aligned with business needs.
- Conducted Training Needs Analysis (TNA) and developed tailored learning plans, including product and sales training.
- Created curricula, KPIs, skill matrices, and manuals; facilitated internal and external training/workshops.
- Introduced LMS-based digital training to improve accessibility and engagement.
- Produced monthly training reports and managed training budgets.

Human Resources Management

- Supported recruitment and retention initiatives aligned with workforce planning.
- Provided coaching, mentoring, and counseling to strengthen employee capability and well-being.
- Coordinated internship programs and maintained HRIS (SunFish) for accurate data and compliance.
- Developed and evaluated job descriptions and organizational structures to support operational changes.

Compliance & Governance

- Managed HR-related ISO audits (9001, 14001, 45001, IATF 16949, ISO/IEC 17025) and ensured recertification compliance.
- Handled HR documentation for external stakeholders and customer requirements.
- Supported Good Corporate Governance (GCG) initiatives.

Operational Excellence

- Improved efficiency through 5S Kaizen programs and manpower planning.
- Generated overtime and workforce reports to support decision-making.

Education

Master of Management | Human Resources | GPA 3.73/4.00

STIE International Golden Institute

Jan 2024 – Oct 2025

Jakarta, IDN

Bachelor Degree of Education | Mechanical Engineering of Education | GPA 3.19/4.00

Indonesia University of Education (UPI)

Sept 2015 – Jan 2020

Bandung, IDN

Key Skills

- **Human Resources Management:** Talent Acquisition | Onboarding | Employee Engagement | Retention Strategies, Performance Appraisal
- **Training & Development:** TNA | Learning Programs | LMS Implementation | Coaching & Mentoring | Curriculum & KPI Design
- **Employee Relations:** Performance Management | Organizational Development | People Development | HR Analytics
- **HR Compliance:** Indonesian Labor Law | BPJS Administration | Expatriate Permit (RPTKA, IMTA, KITAS) | Payroll Tax (PPH21)
- **ISO & Governance:** ISO 9001 | ISO 14001 | ISO 45001 | ISO 37001 | IATF 16949 | ISO/IEC 17025 | GCG | Internal & External Audits
- **HRIS & Digital Tools:** Ecount | MYOB | SunFish | Microsoft Office Suite | LMS Platforms
- **General Affairs & Facility Management:** Licensing & Corporate Legality | Budgeting | Utilities & Maintenance | 5S Kaizen | Vendor Management

Certifications

- **Human Capital Manager**
(BNSP) | LSP MSDM Universal **Feb 2024**
(Online Course) Jakarta, IDN
- **Training for Trainer**
(BNSP Level 4) | PT. Prosma Consulting **Sept 2023**
(Online Course) Jakarta, IDN
- **Internal Auditor ISO 14001:2015 & ISO 45001:2018**
Standard Training **Feb 2023**
(Offline Course) Jakarta, IDN
- **Technology Enhanced Learning with Padlet & Mentimeter**
BINUS Corporation Learning and Development **Dec 2022**
(Online Course) Jakarta, IDN
- **Active Learning Approach and Flipped Learning**
BINUS Corporation Learning and Development **Nov 2022**
(Online Course) Jakarta, IDN