



YAN FIRDAUS, S.H., CHRM., CPDA

Head Human Capital Development | HR Strategy & Organizational Performance | Leadership Development & Empowering Leaders | Building HR Systems & Analytics

Mobile Phone : +62817393994

Email : yan@ym-id.com

Portofolio : ym-id.com

Linkedin : linkedin/in/yanfirdaus

SUMMARY

Human Capital professional with more than 8 years of specialized experience in Human Capital, HCGA, and Organizational Development, supported by a total of 15 years of professional experience across mining, operational, and corporate environments. Experienced in Human Capital Development, Organizational Development, Industrial Relations, Recruitment & Talent Management, Leadership Development, HR Operations, workforce planning, HR system development, as well as General Affairs and operational support management.

Proven capability in developing HR systems, building web-based HR applications, handling industrial relations matters, and aligning HR strategies with business objectives to support organizational effectiveness and sustainable business growth. Successfully delivered leadership development programs for more than 250+ employees across multiple operational locations and organizational levels.

Possess strong leadership, communication, analytical thinking, and problem-solving skills, supported by hands-on experience in dynamic operational and site-based environments.

KEY ACHIEVEMENTS / PROJECTS

- Built and implemented an Integrated HR Management System to support HR operations, reporting, workforce management, and organizational decision-making.
- Designed and created a Leadership Activity Application to monitor leadership activities, employee development progress, and operational follow-up.
- Built an Employee Leave Request Application to streamline leave administration, approval workflow, and employee request tracking processes.
- Delivered Leadership Development Training programs for more than 250 employees across 8 operational locations, covering levels from Staff to Manager.
- Initiated and developed the Operator Development Program for unemployed high school graduates to build operational competencies and prepare them as heavy equipment operators.
- Initiated and developed the Fresh Mechanic Development Program for fresh high school graduates to develop mechanical and technical competencies within operational environments.
- Initiated and developed the Leader Development Program for university graduates to prepare future Group Leaders across All departments.

EXPERIENCE

PT Sarana Sukses Sejahtera & PT Gunungmas Sukses Makmur

Head of Human Capital Development | May 2025 – Present | North Jakarta, Indonesia

- Lead Human Capital Development strategy and organizational development initiatives.
- Manage recruitment, talent management, leadership development, and performance management programs.
- Develop HR systems, SOPs, and people development strategies aligned with business objectives.
- Build and implement web-based HR applications and HRIS systems to support operational effectiveness.
- Support workforce planning, employee engagement, and organizational effectiveness initiatives.

Key Contributions:

- Built and implemented Integrated HR Management System.
 - Designed Leadership Activity Application and Employee Leave Request Application.
 - Delivered leadership development programs across multiple operational locations.
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PT Fajar Anugerah Dinamika (Hasnur Group) – Site PT Berau Coal

HCGA Department Head | March 2023 – May 2025 | East Kalimantan, Indonesia

- Managed end-to-end HCGA operations within mining operational environment.
- Led manpower planning, recruitment, industrial relations, compensation & benefits, and workforce management.
- Oversaw General Affairs operations including accommodation, transportation, facility management, and operational support.
- Managed Budgeting, forecasting, and operational workforce planning.
- Managed employee relations, compliance, and HR operational coordination.

Key Contributions:

- Supported organizational development and people management initiatives within site operational environments.
 - Improved HR operational coordination and workforce support processes.
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PT Bahtera Putera Nusantara – Site Wahana Agung Sejahtera (WAS)

HCGA Section Head | August 2022 – December 2022 | Indonesia

- Managed HCGA operational activities within site operational environment, including manpower management, recruitment, industrial relations, General Affairs operations, transportation coordination, accommodation management, and operational workforce support.
- Supported operational effectiveness through HR coordination, facility management, and employee operational services.
- Supported workforce management and operational coordination within dynamic site-based environments.

Key Contributions :

Supported operational workforce management and manpower coordination within mining operational environment. Improved coordination of operational support services including transportation, accommodation, and employee operational facilities. Supported HR operational effectiveness and employee support processes within dynamic site operations.

EXPERIENCE

PT Electra Global – Coal Mining Operation

HR Manager | August 2019 – May 2022 | Central Kalimantan, Indonesia

Managed recruitment, workforce planning, employee relations, and HR operational activities within operational and mining environments. Handled Industrial Relations matters, employee performance management processes, manpower forecasting, and workforce administration aligned with operational and business needs.

Key Contributions

- Improved HR administrative coordination and workforce management processes
 - Supported recruitment, manpower planning, and employee relations activities
 - Assisted Industrial Relations handling and employee performance management
 - Supported organizational effectiveness within mining operational environments
 - Enhanced employee performance management systems
 - Supported manpower forecasting aligned with operational business requirements
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PT Limoff Internasional Indonesia

Acquisition Manager | February 2016 – September 2018 | Bali, Indonesia

Managed merchant acquisition, business partnership development, and operational coordination. Conducted market research, business development initiatives, and customer relationship management to support business growth and operational effectiveness.

In addition, supported recruitment activities, workforce planning, employee relations, and HR operational administration. Assisted in handling Industrial Relations matters, employee performance monitoring, and manpower forecasting aligned with operational and business needs.

Key Contributions

- Drove merchant acquisition and business development initiatives
 - Supported recruitment and workforce planning activities
 - Assisted employee relations and HR operational processes
 - Supported manpower forecasting and operational coordination
 - Enhanced customer relationship management and service effectiveness
 - Supported business performance analysis and operational reporting
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Ramilta Realty Group (Ramita Villa Legian & Ubud Bali)

Assistant Manager | March 2014 – June 2017 | Bali, Indonesia

Supported operational management, business coordination, and Human Resources administration within dynamic operational environments. Managed operational reporting, workforce monitoring, employee administration, and coordination activities to support operational effectiveness and organizational performance.

Key Contributions

- Supported operational management and business coordination
- Managed operational reporting and workforce monitoring
- Supported HR administration and employee coordination
- Assisted manpower administration and operational activities
- Enhanced customer relations and operational effectiveness

iFive Store – Ambarukmo Plaza Yogyakarta

Technical Support Specialist | May 2010 – August 2013 | Yogyakarta, Indonesia

- Provided technical support, troubleshooting, software installation, and hardware maintenance services.
- Handled system diagnostics, technical repairs, customer support, and operational issue resolution.
- Supported operational technical services, preventive maintenance activities, and system performance monitoring.
- Assisted customer service coordination and technical operational reporting.
- Supported IT operational effectiveness and day-to-day technical administration.

Key Contributions

- Provided technical troubleshooting and operational support services
- Supported hardware and software maintenance activities
- Assisted system diagnostics and technical issue resolution
- Improved customer support responsiveness and service effectiveness
- Supported operational technical reporting and maintenance coordination

CORE COMPETENCIES / SKILLS

- Human Capital Strategy
- Human Resources Management
- Organizational Development
- Industrial Relations
- Recruitment & Talent Acquisition
- Workforce Planning
- Leadership Development
- Performance Management
- HR Operations & Compliance
- HRIS & HR Digitalization
- General Affairs Management
- Facility & Operational Support
- Budgeting & Forecasting

TECHNICAL SKILLS

- HRIS & Web-Based HR Application Development
- Microsoft Office & Google Workspace
- Recruitment Platforms
- HR Reporting & Analytics
- Performance Monitoring
- Budgeting & Forecasting
- Leadership Development & Training
- Basic Networking & System Support

EDUCATION

Bachelor of Law (S1 Ilmu Hukum)
Atma Jaya University
2005 – 2010

CERTIFICATIONS

- **EF SET Certified (C1 Advanced)** | May 2026
 - **Certified Professional Life Coach | ALISON** | August 2025
 - **Certified Human Resource Manager (CHRM)** | The Institute for Continuing Profesional Development (ICPD) | July 2025
 - **Certified People Development Analyst (CPDA)** | Indonesian Human Resources Analyst Association (IHRAA) | December 2024
 - **Empowering Leaders Program** | KUBIK Coaching | July 2024
 - **KPO Safety** | PT Berau Coal - Kalimantan Timur | March 2024
 - **Certified Human Resources Supervisor (CHRS)** | BNSP - LSP Manajemen Sumber Daya Manusia Profesional | September 2023
 - **Certified HR Supervisor Training** | TUK Pinasthika – Jakarta | September 2023
 - **Training QCC for Facilitator** | PT Fajar Anugerah Dinamika – Jakarta | Jul 2023
 - **Pengawas Operasional Pertama (POP)** | BNSP - LSP Pertambangan Indonesia Mandiri | July 2022
 - **Pelatihan Keselamatan dan Kesehatan Kerja (K3)** | PT Electra Global - Kalimantan Tengah | Feb 2021
 - **Public Speaking Training (English)** | Arsikei Consulting – Jakarta | October 2020
 - **English Job Interview** | SEKOLAHMU – Jakarta | October 2020
 - **Certified Computer Examiner (CCE)** | Central Technology – Yogyakarta | February 2015
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LANGUAGES

- Bahasa Indonesia – Native
- English – Professional Working Proficiency