

MUHAMAD YAYAH

TARGET ROLES HR SUPERVISOR OR HR MANAGER

Balikpapan, Indonesia | +62 812-5348-1561 | yahya.bozz93@gmail.com

PROFESSIONAL SUMMARY

Human Resources professional with 5+ years of HR experience and progression from HR Officer to HRD Supervisor, now serving as Assistant Manager HRD. Leads HR operations spanning payroll, employee relations, recruitment, HRIS, annual budgeting and ISO audit coordination. Brings earlier leadership of 50+ restaurant employees, alongside operational budgeting, staff training and performance reviews.

CORE COMPETENCIES

HR Operations | Payroll | Compensation and Benefits | Employment Contracts | HRIS | Recruitment and Selection | Manpower Planning | Onboarding | Employee Relations | Grievance Handling | Labor Relations | HR Policies and SOPs | ISO Documentation and Audit Coordination | HR Budgeting | Training and Development | Workforce Reporting | Team Supervision

PROFESSIONAL EXPERIENCE

Assistant Manager HRD

PT ITCI Kartika Utama | 23 May 2025 - Present

- Lead day-to-day HR operations and supervise HR staff, aligning payroll, employee administration and workforce support with company policies and compliance requirements.
- Oversee payroll, compensation and benefits, employment contracts, HRIS records, attendance and leave administration.
- Coordinate recruitment from manpower planning and candidate screening through interviews and onboarding; organize employee training and development programs.
- Develop the annual HR work plan and budget; prepare workforce analytics and HR reports for management review.
- Handle employee grievances and disciplinary matters, communicating workforce issues and team performance to management.
- Develop HR procedures, work instructions and ISO documentation; coordinate internal and external HR audits and support HR policy and SOP implementation.

HRD Supervisor

PT Jaya Proyek Servis | Dec 2023 - 20 May 2025

- Managed payroll, compensation and benefits, and employment contracts while supporting HR systems and operational initiatives.
- Coordinated candidate sourcing, recruitment and onboarding to support workforce requirements.
- Handled employee grievances and performance matters; liaised with management, corporate directors and Indonesian labor authorities.

PROFESSIONAL EXPERIENCE CONTINUED

Senior HR Officer and Project Coordinator

PT Ammar Abikara Indonesia | Jan 2022 - Dec 2024

- Delivered accurate, on-time employee payroll through compensation and benefits administration.
- Coordinated workforce matters and employee grievances; prepared employment contracts and supported recruitment.
- Prepared monthly and annual budgets and maintained communication with Indonesian labor authorities.

HR Officer to HRD Supervisor

PT Recon Sarana Utama | Nov 2020 - Dec 2022

- Advanced from HR Officer to HRD Supervisor while supporting HR initiatives, systems and daily operations.
- Managed payroll, compensation and benefits, employment contracts, recruitment and onboarding.
- Handled employee grievances and performance matters, coordinating with management, corporate directors and Indonesian labor authorities.

EARLIER LEADERSHIP AND HOSPITALITY EXPERIENCE

Assistant Store Manager

PT Richeese Kuliner Indonesia | Sep 2017 - 2019

- Led 50+ employees across kitchen, service and operational teams, overseeing staff training and employee performance reviews.
- Prepared monthly and annual budgets, cost analyses and quarterly reports; oversaw bookkeeping, ordering and maintenance coordination.

Commis 1 | Fairmont Bab Al Bahr, Abu Dhabi | Sep 2019 - 2020

Commis 2 | St. Regis Hotel, Abu Dhabi | Sep 2015 - 2017

Intern | Grand Hyatt Bali, Indonesia | Mar 2014 - Sep 2014

EDUCATION

Bachelor of Law - In Progress | 2023 - Present

Universitas Terbuka, Faculty of Law

Diploma Degree | 2012 - 2015

Politeknik Negeri Balikpapan

LANGUAGES AND DIGITAL SKILLS

Indonesian: Fluent | English: Working proficiency in speaking, reading and writing

Microsoft Office | HRIS administration | AI chatbot tools

PROFESSIONAL REFERENCES

Adi Firdaus

Director, PT Ammar Abikara Indonesia | Head Chief, HR Forum Balikpapan | Head HR, PT Merdeka Copper Gold Tbk.

adi.firdaus@ammarabikaraindonesia.com | +62 811-4320-3030

Darma Putra Tarigan

Project Manager, PT Recon Sarana Utama

darma.putra@re.rekayasa.co.id | +62 856-2484-1113

Kim Byeong Seok

Site Manager, PT Novelcon & PT Jaya Proyek Servis

kbsyh414@hanmail.net | +62 813-5179-7070

Sundar Guruchandran

Chef de Cuisine, Royal M Hotel - Abu Dhabi

Scsundar53@gmail.com | +971 56 837 0270