

# NUR MUHAMAD RIVAI. MM, CGMHR, CAC

HC Practitioner & Business Management



## PROFILE & CONTACT

5 Sept. 1972

Married

0811-1007588

Komplek Pondok Uringin 2  
Jl Delta Intan A94.  
Pondok Gede 17411

nmrivai@gmail.com

## EDUCATION

- 1997- Universitas Indonesia .  
Fiscal Administration
- 2007 - Universitas Pancasila  
Magister Management

## CERTIFICATION

- CGMHR – BNSP 2023
- CHRM – BNSP 2019  
Reg. SDM 1000.00114 2019
- Certified Assessor BNSP  
Reg MET 000.015711.2019
- Certified Trainer – BNSP  
Reg. ITM.04500602 2018
- Certified, 6 Sigma Black Belt  
DMAIC , Caterpillar , 2009
- Certified, CPS 6Sigma Lean for  
business process efficiency



## SUMMARY

- ❖ Human Capital Practitioner with more than 17 years of experiences in Process Management in Strategic for HR and its Operations, A self-starter and an effective team leader who is highly motivated with experience of end-to-end human resources.
- ❖ Champion implementation the Balance Score Card (BSC) approach and the 6sigma DMAIC way to achieve organizational goals with KPI measurement
- ❖ Experienced in HR Generalist. Certified 6 Sigma Black Belt and 6Sigma Lean for business process improvement.
- ❖ Experienced in handling HR People Management, Organization and Learning Development including Performance Management.
- ❖ Author Modul Business Integrity “ **Managing Gift**” **KPK RI -2016**
- ❖ Training facilitator with many subject business process improvement .
- ❖ Successfully formulated new policies & operating procedures, process & efficiency improvements,

## SKILLS

- Experienced in Organization Development, recruitment and learning development including Performance Management **SAP HCM & Success Factor**
- Business Execution Monitoring through BSC & 4D-Ex
- **Certified BNSP** for : Assessor Competencies, CGMHR, Instructor and Productivity
- Discipline and process oriented to achieve target & vision.
- Business transformation program lead (Trakindo and Tripatra)

## WORK EXPERIENCES

### LSP MANAJEMEN SUMBER DAYA MANUSIA

**Nov 2021 – Present**

- Assessor Competence : MET 000.015711.2019
- Trainer

### RAGA DAYA LAKSANA , Manager Operation Support

**Okt 2020 – Now**

- Develop new business and prepare all support system.
- Responsible for all business support

### PT.BAKRIE SUMATERA PLANTATION TBK , - Advisor HR Organization Development -

**Jan 2020 – 1 Jul 2020**

Key Responsibilities:

- Project HR Development Building Capability
- Project Talent Management – Assessment Center
- To Ensure the project well implemented
- Review and improve current SOP and HR Procedure
- Performance Management

### PT . PUTRA PERKASA ABADI - HCGA Division Head.

**Apr 2019 – 31 Dec 2019**

Key Responsibilities:

- Organization Design for HC corporate & operation
- To Ensure all HCGA business process running as well
- Develop standard operation HCGA process
- To Ensure and support business for all site
- Coordination and communication all team at site
- Execute Implementation SAP HCM and SAP SF ( **Success Factor**)

## WORK EXPERIENCES

### **PT TRIPATRA ENGINEERING & CONSTRUCTOR.-**

#### **HC Development & Performance Management Manager**

July 2016 – April 2018

##### **Key Job Responsibilities :**

- Organization Development (OD)
- Design & Conduct training as per business required including on boarding processes.
- Process Performance Management
- Managing HC process as per ISO standard
- Managing competency certification for Engineers and License
- Employee Engagement and Communication – (Regular FGD)

### **PT TRIPATRA ENGINEERING & CONSTRUCTORS - Business Manager**

#### **BP TANGGUH PROJECT LNG TRAIN 3**

Oct 2014 – June 2016

##### **Key Job responsibilities:**

- Talent acquisition and recruitment.
- Hold responsibilities for leading up HR department provides strategic & operational
- Champion the monthly townhall and internal communication
- Interface manager with internal – external party .
- Develop some document related project procedure that related HR
- Administrasion and Finance
- Managing people and office availability for all member to work as well
- Finance and Accounting manager role,
- Develop and submit regular report to all consortium partner.

**Achievement:** Part of winning team to support team won the LNG Tangguh Poject.

### **PT TRIPATRA ENGINEERING & CONSTRUCTORS –**

#### **HC Dev. & Performance Management Manager**

Oct 2013 – Oct 2014

##### **Key Job responsibilities: (Organization Development, People Development )**

- Hold responsibilities for leading up HC department provides strategic & operational
- Manage the whole spectrum of HR function i.e.: HR operational, HR Planning, Performance Management, and Talent Management
- Develop Balance Score Card, HC KPI Measurement and HC Policy
- Review and develop HC training framework.
- Ensure execution and Monitoring HC initiatives and activities are executed .
- Design Training Program alignment with corporate goals through performance appraisal

### **PT TRAKINDO UTAMA - 6Sigma Black Belt (Certified). For HR Division**

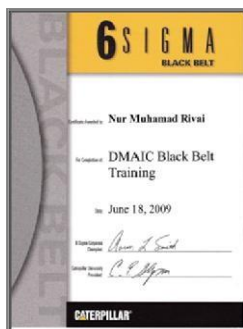
Feb 2009 –Sept 2013

##### **Key Job responsibilities: ( Orngaization Development- HC Services )**

- Hold responsibilities for leading up HR department provides strategic & operational
- Review and develop existing policy & SOP aligned with bbusiness
- HR Business strategy development using Balance Score Card, QPR
- Talent acquisition and recruitment – Budgeting Man Power Planning (MPP)
- Monthly Tracking-update of Headcount and Cost, and annual budget preparation
- Managing employee recognition programs
- Facilitator and trainer for some internal training related to 6Sigma and soft skill.
- 6Sigma Deployment , lead process improvement through 6sigma methodology with project base.
- Continuous Improvement Management (CIM) deployment, to achieve efficiency and improve performance use CIM concept.
- Balance Score Card (BSC) Champion for HR function

##### **Achievement:**

Completion 6sigma project : Employment Cost Effectiveness, 2011 Develop and create HR measurement for Division KPI.





**PT TRAKINDO UTAMA – Payroll Dept Head CEG Division**

Sept 2003–Jan 2009

Key Job responsibilities: ( Compensation and Benefit )

- Manage and coordinate all member in payroll team to run payroll process properly and accurate for national staff, director and expatriate. (more than 5500 employee)
- Analyze payroll result and ensure all compensation reconciled with accounting record.
- Responsible for monthly Article 21 Tax & annual report including problem solving all branch
- Trainer & socialization for employee income tax also for group of trakindo's company.
- Prepare annual budget for executive compensation.
- Coordination with all SAP user for HR module.
- Prepare monthly & Yearly Income tax Art 21.

**PT GUNZE INDONESIA - Asst. Manager HR & Finance**

Jan 2003–Aug 2003

Key Job responsibilities:

- Managing people in factory as per manpower regulation.
- Manage all company tax affairs, Develop and execute tax planning & strategy
- Tax Compliance ,Handling tax audit for all tax obligation (Corporate Income tax and VAT)
- Supervising and checking AP for all transaction, and process improvement..

**Jan 1995 – Dec 2002**

Several Company with many roles in Human Resources, Finance and Taxation and support to business operation.

I confirm that the data are true and right, also I would appreciate you keeping this document confidential.

**NUR MUHAMAD RIVAI**