

Arya Satwika Nandawardhana, S.H., M.M.

***Human Capital CHCGM BNSP Certified |
Tech and General Recruitment | Strategic HR |
Change Management | Talent Acquisition | HRBP***

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A. Summary of Experience

Experienced Human Resources professional with a comprehensive background covering HR management, talent acquisition, employee relations, performance management, learning & development, compensation & benefits, compliance, HRIS implementation, and organizational development. Successfully led HR functions across automotive, IT, and service industries, aligning HR strategy with business goals and supporting business growth through effective people management. Holder of an MBA focused on Business Administration from Binus University.

Overall, this experience provides a strong foundation to contribute in future assignments, with a deep understanding of business process flows and strategic HR practices.

B. Personal Data

- **Name:** Arya Satwika Nandawardhana
- **Place & Date of Birth:** Jakarta, 29 October 1988
- **Nationality:** Indonesia
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- **Email:** aryasatwikanandawardhana@gmail.com
- **LinkedIn:** [linkedin.com/in/aryasatwika](https://www.linkedin.com/in/aryasatwika)

C. Educational Background

- **Universitas Bina Nusantara (Binus)**
Master of Business Administration – Business Administration and Management
(2013 – 2015) GPA: 3.19
- **University of Trisakti**
Bachelor of Laws – Law (2006 – 2012)

Certifications:

- CHCGM BNSP Certification - Issued May 2025
 - Talent Acquisition Certification
 - Human Capital Strategist Certification
 - TOEFL ITP
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D. Skills & Competencies

- Talent Acquisition (General, Tech & Executive Recruitment)
 - Employee Relations & Industrial Relations
 - Performance Management & KPI Development
 - Compensation & Benefits Design
 - Training, Learning & Development
 - Organizational Development & Change Management
 - HRIS Implementation & HR Analytics
 - Policy Development & Compliance
 - HR Business Partnering
 - English (Professional Working Proficiency)
 - Indonesian (Native Proficiency)
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E. Experience Summary

1. BAIC Indonesia & Jeep Indonesia (Interim until December 2024)

Industry: Automotive

Period: April 2024 – May 2025

Position: Head of Human Resources

Role & Responsibilities:

- Lead HR operations for BAIC Indonesia and interim Jeep Indonesia under the same group.
- Design and implement HR strategy aligned with business objectives and growth plans.
- Oversee end-to-end talent acquisition, from workforce planning to onboarding.
- Manage industrial relations, ensuring compliance with labor laws and handling disputes effectively.
- Develop and execute performance management systems including KPI setting and appraisals.
- Design and oversee compensation & benefits structure to maintain market competitiveness.
- Champion learning & development initiatives including leadership programs and technical training.
- Spearhead diversity, equity & inclusion programs to promote a positive work culture.
- Manage HRIS implementation and HR data analytics for strategic decision making.

- Advise C-level management on organizational design, succession planning, and change management.
 - Ensure compliance with employment laws, BPJS, and government regulations.
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2. Ducati Indonesia

Industry: Automotive

Period: May 2022 – February 2024

Position: Human Resources Manager

Role & Responsibilities:

- Managed the full HR cycle: recruitment, onboarding, development, retention, and offboarding.
 - Led hiring for key technical, sales, and managerial roles to support business expansion.
 - Oversaw industrial relations including collective labor agreements and dispute resolution.
 - Developed and implemented performance appraisal systems linked to company objectives.
 - Designed compensation, benefits, and incentive schemes to enhance talent retention.
 - Conducted salary benchmarking and managed annual reviews.
 - Planned and facilitated training, workshops, and leadership development initiatives.
 - Enhanced employee engagement through regular town halls, surveys, and action planning.
 - Monitored and ensured compliance with labor regulations and internal policies.
 - Implemented HR technology tools to improve efficiency in HR processes.
 - Supported business transformation and organizational restructuring projects.
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3. The Rebel Marketing / PT Digital Media Aps

Industry: Marketing / Digital Media

Period: June 2021 – May 2022

Position: Chief Operating Officer / Head of Operations

Role & Responsibilities:

- Directed daily business operations across multiple departments (HR, Finance, Creative, Sales) to ensure alignment with business objectives.
- Led end-to-end HR management: talent acquisition, onboarding, performance management, employee relations, payroll, and compliance.
- Designed and implemented organizational policies and procedures, ensuring regulatory compliance and operational efficiency.
- Oversaw compensation & benefits schemes including incentive plans and freelance contractor agreements.

- Developed and monitored company KPIs, ensuring all departments achieved operational and financial targets.
 - Led digital transformation initiatives, integrating business tools (HRIS, project management software) to streamline operations.
 - Managed workforce planning and organizational structure optimization during periods of growth and change.
 - Facilitated learning & development programs, including leadership training and functional skills enhancement.
 - Built and nurtured company culture focused on collaboration, accountability, and innovation.
 - Managed vendor relationships, contract negotiations, and third-party service agreements.
 - Reported directly to founders / shareholders on business performance, risk management, and strategic initiatives.
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Industry: PropTech

Period: March 2021 – May 2021

Position: Tech Recruiter (Project-Based)

Role & Responsibilities:

- Managed full-cycle recruitment for tech positions (developers, product managers, data analysts).
 - Partnered with hiring managers to refine job requirements and interview processes.
 - Streamlined candidate pipelines to reduce time-to-hire.
 - Supported employer branding initiatives for talent attraction.
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5. PT IDStar Cipta Teknologi

Industry: IT / Technology

Period: December 2019 – November 2020

Position: Human Resources Manager

Role & Responsibilities:

- Led and managed end-to-end HR operations: recruitment, onboarding, employee development, retention, and exit processes.
- Designed and executed talent acquisition strategies to fulfill IT project demands, including sourcing hard-to-find technical talent.
- Oversaw compensation and benefits programs, including BPJS, health insurance, and salary benchmarking.
- Implemented HRIS and ensured accuracy and security of employee data.
- Handled industrial relations matters, including grievance handling, disciplinary procedures, and compliance with labor laws.

- Developed performance management systems aligned with company goals and client requirements.
 - Designed and delivered learning & development initiatives to upskill employees on both technical and soft skills.
 - Supported organizational development, including job grading, job descriptions, and succession planning.
 - Collaborated closely with operations to ensure workforce planning met project timelines.
 - Advised leadership on employee engagement strategies and facilitated employee satisfaction surveys.
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6. Akara Corpora Indonesia

Industry: Services

Period: July 2018 – December 2019

Position: Human Resources Manager

Role & Responsibilities:

- Developed and implemented HR policies, SOPs, and HR strategies in line with business objectives.
 - Managed full-cycle recruitment, ensuring effective talent sourcing for operational and management positions.
 - Led the implementation of a structured performance appraisal system with clear KPIs and evaluation metrics.
 - Handled employee relations cases including conflict resolution, counseling, and disciplinary actions.
 - Oversaw compensation & benefits schemes, including payroll administration, tax compliance, and BPJS management.
 - Designed and facilitated employee development programs and corporate training.
 - Drove organizational culture initiatives to strengthen employee engagement and reduce turnover.
 - Ensured compliance with labor laws, government reporting, and audit readiness.
 - Partnered with management on workforce planning, organizational structure design, and headcount control.
 - Supported internal communications and employer branding efforts to build a positive workplace image.
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7. PT Tri Setragiri Kreasi / Studio One

Industry: Advertising / PR / Lifestyle / Digital Media

Period: July 2015 – June 2018

Position: HRGA & Legal, Account Executive

Role & Responsibilities:

- Managed daily HRGA operations including personnel administration, attendance management, and payroll processing.
 - Developed and enforced HR policies, ensuring alignment with labor regulations and company standards.
 - Oversaw recruitment activities, from job posting and selection to onboarding new hires.
 - Handled employee relations issues, including disciplinary actions and dispute resolution.
 - Acted as company legal officer: drafted, reviewed, and maintained contracts, MoUs, and corporate legal documents.
 - Liaised with external legal advisors and ensured corporate compliance with regulatory requirements.
 - Administered general affairs functions such as office management, vendor management, and asset control.
 - Supported performance management activities and facilitated feedback sessions with employees.
 - Developed and maintained positive relationships with clients, managing advertising campaigns from concept to execution (Account Executive role).
 - Provided strategic input on client proposals and contract negotiations.
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F. Statement

I, the undersigned, certify that to the best of my knowledge and belief, all information contained in this CV correctly describes myself, my qualifications, and my expertise.

Regards,
Arya Satwika Nandawardhana