



MUHAMMAD IDZHAR FAISA

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SUMMARY

I am a fresh graduate management student from Universitas Padjadjaran, with a strong passion for human capital, strategic management, and marketing. I have valuable experience as Strategy Transformation and Development Department Intern at Biofarma Group and as an Human Resource Business Partner Intern at Kalbe Nutritional.

EDUCATION

University of Graz

Feb 2024 – Jun 2024 (Expected)

- *Exchange Program for Master's Degree, Business Administration*
- Awards: Awardee of Erasmus+ International SMS Scholarship Programme

Universitas Padjadjaran

Aug 2023 – Dec 2024 (Expected)

- *Master's Degree, Science in Management. Major in, Faculty of Economics and Business*
- Cumulative GPA: 3.88 (2nd Semester)

Universitas Padjadjaran

Aug 2020 – Oct 2023

- *Bachelor's Degree in Management. Major in, Faculty of Economics and Business*
- Cumulative GPA: 3.78 (*Cumlaude*)
- Final Project: Teacher Talent Management Design At Anak Langit Institution
- Awards: Awardee of UPZ Baznas Unpad Scholarship

WORK EXPERIENCES

Kalbe Nutritional (*Intern*)

(5 Months) Sept 2023 - Jan 2024

Being a Business Partner Collaboration

- Actively participating in recruitment processes alongside users, fostering collaboration in talent acquisition efforts.
- Engaging in discussions for formulating job profiles, ensuring alignment with organizational objectives and user requirements.

Creating Data Visualization Dashboard

- Managing and processing data from various sources (attendance, training, job profiles, manpower planning, and fulfillment).
- Creating an integrative dashboard through data visualization.

Creating Automated Job Application Form

- Transforming the manual job application form filling process into an automated system.
- Active involvement in designing systems to enhance the efficiency of the application process.

Creating Functional Competency Dictionary

- Developing a Functional Competency Dictionary for each position.
- Creating the dictionary based on job profiles and business processes within each department.

Bio Farma Group (*Intern*)

(4 Months) Apr 2023 - Aug 2023

- Organize and facilitate transformational meetings with relevant stakeholders, ensuring successful execution and achievement of initiated objectives.
- Actively contribute to transformation projects, focusing on data processing and visualization, as well as the creation of transformation plans and updates. Collaborate closely with consultants to ensure project sustainability.
- Support user activities in managing the technical aspects of dynamic transformation, including document management, administrative tasks, meeting minutes, and more.
- Design and implement an effective internship management plan applicable to the relevant division, aimed at enhancing the efficiency of intern management.

Digits FEB Unpad (Intern)

(5 Months) Sep 2021 - Feb 2022

DIGITS (Digital Innovation Studies), initiated by FEB Unpad, specializes in disseminating knowledge on business innovation and digitalization through research, consultation, and training in analytics and digital innovation.

- I am responsible for managing the organization's social media presence and developing strategies to increase engagement and reach. Additionally, I collaborate with a team of experts to develop and execute social media campaigns, and I have participated in 10 social media content projects published across platforms such as Instagram, Twitter, Facebook, and LinkedIn.

TPB PAI (Teaching Assistant)

(4 Months) Aug 2021 - Dec 2021

TPB, or the Transitional Program for Bachelor's Degree, is a joint learning initiative designed to provide academic learning and character development to first-year students.

- I am responsible for assisting the lecturer in the Islamic religion course by providing guidance and supervision to 51 students throughout the learning process. I have been involved in 14 class meetings that utilized hybrid methods, including asynchronous activities, group discussions, and content presentations.

ORGANIZATIONAL EXPERIENCE

Hima Manajemen Unpad (Chief Executive Officer)

(1 Year) Jan 2022 - Dec 2022

Hima Manajemen is a Student Association that provides a platform for students to engage in self-development, academic, and non-academic activities related to their major.

- I am responsible for leading 108 members and organizing 67 work programs for the association, catering to our existing stakeholders such as students, alumni, heads of undergraduate program deans, and external parties.

BEM Kema FEB Unpad (Minister of Social and Environmental)

(1 Year) Jan 2021 - Dec 2021

BEM Kema FEB Unpad is an executive organization that provides a platform for students to engage in self-development, academic, and non-academic activities within the faculty.

- I am responsible for leading 15 division members and organizing 10 social and environmental work programs.

Program Holistik Pembinaan dan Pemberdayaan Desa (Team Leader)

(5 Months) May 2021 – Nov 2021

Program Holistik Pembinaan & Pemberdayaan Desa is a program held by the Ministry of Education, Culture, Research, and Technology in the framework of fostering, empowering, and developing villages by students.

- I organized a funding of Rp. 40 Million from the Ministry of Education, Culture, Research, and Technology, and led a social program team to empower rural communities in Cipelah, West Java.

ACHIEVEMENTS

- *Best Social Media* Hima, FEB Awards (Group) Nov 2022
- *General Champion* Hima, SAAEC FEB Unpad Competition (Group) May 2022
- *The Most Outstanding Hima*, Unpad Awards (Group) Nov 2022
- Awardee of Program Holistik Pembinaan & Pemberdayaan Desa (Group) June 2021
- *3rd Winner of MTQM*, MHQ Category at Unpad (Individual) Mar 2021
- *Best Al-Qur'an Student*, Al Fitrah Quran School (Individual) Feb 2019

SKILLS

Public Speaking, Interpersonal Communication, Data Visualization, Project Management, Strategic Planning, Human Capital Management, Corporate Social Responsibility, Social Media Marketing, Business Transformation

ADDITIONAL INFORMATION

Languages: English (ELT Score: 553), Bahasa Indonesia (Native)