

NURUL ICHZA SASTRO PUTRA, S.M.

People Operations | Payroll & Employee Data | Process Automation

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SUMMARY

Management graduate (HR concentration), Telkom University (2025), thesis on training and employee performance published in Jurnal Minds. For one year, calculated monthly worker wages and coordinated and evaluated 13-16 collection partners at a family palm oil business. Seeking an entry-level HR or HR Management Trainee role.

EXPERIENCE

Operations & Finance, CV Omanda Cerli Mandiri

Sep 2025 - Oct 2026

Family palm oil trading business, West Kotawaringin, Central Kalimantan

- Calculated monthly wages for workers and paid them together with my parents.
- Coordinated 13-16 collection partners (peron): allocation, scheduling, and performance evaluation.
- Set capital (down-payment) allocation for partners based on the tonnage volume they supplied.
- Designed the Cashflow OCM finance app and a Telegram bot with AI to record transactions, delivery receipts (BAST), and daily prices.
- Ran daily operations and finance (fund disbursement, cash flow) for fresh fruit bunch (FFB) and loose fruit trading to a processing mill, around 3,000 tons in the latest month.

Digital Marketing (Part-time), Ruang Makna

May 2026 - Oct 2026

Photo and video documentation startup for Hajj and Umrah pilgrims

- Managed Meta Ads and built a bilingual landing page to reach prospective pilgrims, with daily ad reports via a Telegram bot.
- Wrote the WhatsApp Business sales SOP: reply templates, catalog, order recap, and price-objection handling.

Commercial Department Intern, PT Bumitama Gunajaya Abadi

Jul - Aug 2024

- Certified internship at a palm oil plantation and processing company.

Founder, VerveLab Official (photo and video services)

Oct 2023 - 2025

Bandung

- Started a photo and video service for individual and corporate clients; managed production, scheduling, and editing.

EDUCATION

Bachelor of Management, Telecommunication and Informatics Business (MBTI), Telkom University

2021 - 2025

Bandung, GPA 3.13 / 4.00

- Thesis: The Effect of Training and Physical Work Environment on Employee Performance (Edelweiss Hospital); published in Jurnal Minds Vol. 12 No. 2 (2025), DOI 10.24252/minds.v12i2.57946.
- Relevant courses: Human Resource Management, Organizational Development, Organizational Behavior.

SKILLS

Monthly wage calculation for workers (manual payroll); partner coordination and performance evaluation; SOPs and documentation; data management; reporting; Microsoft Excel; Google Sheets; AI-assisted process automation and Telegram bots; communication.

Languages: Indonesian (native); English (EPrt 530, CEFR B1).

CERTIFICATIONS & TRAINING

- **Talenta, Advanced Payroll Automation & HR Solution** (HRIS & payroll course), Mekari University | Oct 2026
- **Certificate of Competence in Digital Marketing**, BNSP (Indonesian Professional Certification Authority) via LSP Teknologi Digital | Sep 2024, valid until Sep 2027
- **EPrt (English Proficiency Test)**, Telkom University | Score 530 (CEFR B1) | Jan 2025, valid until Jan 2027

ORGANIZATIONS & COMMITTEES

Head of Publication and Documentation, Student Executive Board (BEM FEB), Telkom University | 2022 - 2023

Publication and Documentation Volunteer, Green Community, BEM FEB Telkom University | Dec 2022

Vice President of Student Council (OSIS), MA Al-Irsyad Tenganan | 2019 - 2020