

MUHAMMAD FIENDY RIANOOR AZMI

Remote Worker | Freelancer | Human Resources | Training and Development | Social Media Coordinator | Artificial Intelligence

<https://www.linkedin.com/in/muhammad-fiendy-rianoor-azmi-71a310189/>

Indonesia

089510125610 • 05-01-1993 • fiendyra@gmail.com

OBJECTIVE

Specialist Educator with relevant work history and educational qualifications and proven work experience. Skilled in leading a team, public speaking, english and management. Has several certifications in the field of HR Trainer and Social Media Coordinator/Specialist. Have a high interest in the field of Translator (Bilingual), Artificial Intelligence, Human Resources and Digital Marketing.

EDUCATION

INDONESIA UNIVERSITY OF EDUCATION (BANDUNG)

Teacher Professional Education Program, Art/Arts Studies, General 2024 – 2025

LAMBUNG MANGKURAT UNIVERSITY (BANJARMASIN)

Bachelor of Education, Performing Arts Education 2012 – 2017

GPA (Grade Point Average) 3.03/4.00

EXPERIENCE

PT. RUANG RAYA INDONESIA (RUANGGURU) - Banjarmasin

- ***Coach (Mei 2022 – Nov 2022)***

Create and conduct a TNA (Training Need Analysis), Recruit new employees (Field Education Consultant), Conduct training for the field education consultant team, Direct the Team to achieve predetermined targets, Ensuring the achievement of daily productivity by each team member, Evaluate achievements, develop corrective steps and implement them.

PT. VIVO MOBILE INDONESIA/Hang Bright Electronic - Banjarmasin

- ***Human Resources Trainer (Mar 2020 – Feb 2022)***

Create and conduct a TNA (Training Need Analysis), Create training materials, Perform special development of human resources (employees), Recruit new employees (Product Consultant),

Conducting training related to VIVO smartphone specifications, Perform administrative activities (attendance, etc.), Create product training materials.

- ***Management Trainee (Jan 2020 – Mar 2020)***

Complete tasks and help with other work every day,

Participate in meetings, workshops and other classes, Observing and learning from the experiences of other colleagues, Absorbing information and knowledge about company regulations, work processes, and applicable SOPs, Listen in detail to the inputs given by managers, supervisors, and other seniors, Meet all requirements and attend all meetings held in training,

Follow all company regulations and safety and health protocols, Preparing documents and preparing reports,

Learn about the resolution of a problem and listen carefully to all the speakers in meetings or training, Willing to go to another office or branch and participate directly in the training process,

Take the exam and evaluation at the end of the training session.

PT. NUSA PERKASA MAKMUR - Bandung

- ***Social Media Coordinator (Apr 2017 – Sept 2019)***

Managed and created engaging content across social media platforms (Facebook) to promote company products. Assisted in planning and executing digital marketing campaigns to support sales targets. Developed training materials and guided the sales marketing team on effective social media posting strategies, including optimal posting times to maximize engagement. Collaborated with the sales and marketing teams to align online promotions with offline sales activities. Responded to customer inquiries and feedback on social media to maintain positive brand interaction. Helped develop creative strategies to increase brand awareness and attract new audiences. Supported photo production for promotional use on social platforms.

TRAINING/CERTIFICATION

EF SET English Certificate 75/100 (C2 Proficient)

PT. WAHANA INSAN PRIMA

Strategi HR Dalam Menghadapi Resesi 2023

KELASHR.COM

9 Skill Wajib untuk HR di Industri Pertambangan dan MIGAS (Batch 11)

KELASHR.COM

Professional Talent Acquisition (Recruitment)

ONE THIRD CONSULTING AND ABOARD

Kelas Bahasa Mandarin (HSK 2)

BADAN KEPEGAWAIAN NEGARA

Creating High Performance Culture in Public Service

FKIP UNIVERSITAS SRIWIJAYA

Pemanfaatan Aplikasi Canva sebagai Sarana Pembuatan Media Pembelajaran Berbasis ICT

KAMPUNG MANDARIN BEIJING INSTITUTE PARE

Kelas Bahasa Mandarin (HSK 1)

KEMENTERIAN KETENAGAKERJAAN RI

Penilaian Efektivitas Peran P2K3 di Perusahaan

ASOSIASI PROFESI KESELAMATAN PERTAMBANGAN INDONESIA

Traffic Safety Research in Open Pit Coal Mining

INDONESIA MINING STUDENT NETWORK

Implementasi Budaya Kesehatan dan Keselamatan Kerja (K3) di Underground Mining Era Digital 4.0

SHED CLUB INDONESIA

K3 Adalah Kebutuhan Kita & Learning Sessions From Accidents

BAWAHTANAH.CO.ID

Supply Chain Management in Mining

ORGANIZATION EXPERIENCE

Asosiasi Profesi Keselamatan Pertambangan Indonesia

Member from 2023 - Present

SKILLS

Soft Skill: Artificial Intelligence Training, Professional Translation (Bilingual), Design Thinking, Administration, Teaching, Archivist, Human resources, learning and development, leadership, communication, problem solving, public speaking, screening, reporting, monitoring, critical and analytical thinking, creativity and innovation, teamwork and collaboration, time management, adaptability, Graphic Design, Social Media.

Hard Skill: Microsoft office, Graphic design, social media

Languages: Indonesian, English, Mandarin.