

RINA

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A fresh graduate from Universitas Islam Negeri Syarif Hidayatullah Jakarta with a 3,61 GPA in Human Resource Management. Interested in office administration, secretary, human resource, public speaking, master of ceremony and learn new things. Have an excellent experience as a field industrial practice student with 94/100 score, and certified competency on Standard Operating Procedure with 88.6/100 score. I have bright personality, like new challenge, and an extrovert.

Work Experience

PKN-STAN – South Tangerang, Indonesia

Feb 2022 – Aug 2024

Invigilator – freelance

- Operating zoom
- Operating google drive and google sheet
- Operating portal ujian website
- Read the exam rules to students
- Handling problems with student laptops
- Successfully supervised \pm 70 classes for 2 years

PT. Paragon Technology and Innovation – South Jakarta, Indonesia

Des 2023 – Aug 2024

Volunteer - freelance

- Try cosmetic and beauty products
- Provide feedback on the product being tried
- Successfully provided feedback for \pm 10 beauty products

Dinas Pariwisata, Kepemudaan dan Olahraga dan Kebudayaan Kab.

Jul 2018 – Nov 2018

Indragiri Hilir – Riau, Indonesia

Admin – Field Industrial Practice

- Receive a letter from other company
- Make a reply letter
- Make disposition of letters
- Archiving letter
- Event committee "Gema Muharram 1440 H"
- Event committee "Manongkah"

Education Level

Universitas Islam Negeri Syarif Hidayatullah Jakarta – Jakarta, Indonesia

Sep 2019 – Jul 2024

Bachelor Degree in Economic, Major in Human Resource Management, 3.61/4.00

- Bidikmisi scholarship recipient Sep 2019 – Mar 2023
- Certificate as best presenter award at International Conference on Sustainable Economy and Business Practice, Jul 2024
- ETIC certificate with 453 EPT score, Oct, 2023
- Knowledgeable in flexible benefit
- Capable of using SPSS for research methods

SMK Negeri 1 Tembilahan – Riau, Indonesia

Jul 2017 – Apr 2019

Major in Office Administration, 87.43/100

- Certificate of competency from PT. Pulau Sambu Kuala Enok, 88.6/100 (Apr 2019)
- Certificate of field industrial practice from Dinas Pariwisata, Kepemudaan dan Olahraga dan Kebudayaan Kab. Indragiri Hilir, 94/100

Organizational Experience

Entrepreneur Learning Center – Jakarta, Indonesia

Des 2020 – Des 2021

- Assistant Human Resource Manager (2020)
- Interviewing 10 candidates to join ELC
- Make innovation to create new program "Best Staff of the Month"
- Suggestion new program "Sharing Session"
- Moderator of the event "Trust The Timing of Your Life"
- Moderator of the event "Menjadi Mahasiswa yang Aktif dan Memiliki Karakter Entrepreneur"
- Master of ceremony of the event "Enhancing the Mindset of Entrepreneurs in the Digital Era 4.0"

Skill

Office administration	Microsoft office	Critical thinking
Secretary	Leadership	Detail-oriented
Human resource management	Public speaking	Presentation
Master of ceremony	Marketing	Accounting