

# Salahudin Richard Surya Ramadhan

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Navigating through diverse roles. Richard as a meticulous, flexible, motivated learner, and highly curious person compete on experiencing different role during his life, first as **Public Relation** which developed my interpersonal and communication skill, enable to reach out external support for my organization. Later as a **Human Capital Intern**, I honed a little my **HR** operations competencies, contributed over 160 applicant screenings, clerical and document filling (**Excel**), then supporting **Training** staff to nurture employee readiness up to 20%. Recently graduated from **Universitas Dian Nuswantoro** belong into Information Systems. completed academic and personal project around IS/IT focusing on **System Analyst (Trello)**, **Website Development**, **UI/UX implement (Figma)**. Following my shown experience here, possess other experience which could be seen on my [Portofolio](#) if you interest to look.

I wish to getting opportunity by join on your relevant position aided from my academic, related experience and **Portofolio**, thus attempt to deliver optimize processes and enhance work efficiency into your company.

## RELATED EXPERIENCE

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### Human Capital Intern | Mar 2023 - April 2023

PT Provinces Indonesia Group - Jakarta Selatan

As an Information System student, which contrary from my college major, I've been employed in **Human Capital Division**, by opportunity given I've been assisted in several position such:

- Collaborated with **Personalia** and **Recruitment** to processed applicant document before ceded to **HR** Manager, gathered around 160+ appointments during intern.
- Perform daily clerical on **HR** environment by request.
- **Maintain** and **fulfill** outsource and internal staff administration to be documented (Absence, BPJS, NPWP, Gapok, Tunjangan Kinerja, Identitas, etc).
- Perform outsources employee **training** with Training Div to strengthen and increased their working readiness and retain **loyalty** to company by 'refreshing' them following "**Service Excellent**" term up to 20%.
- Manage Sapujagat software for building management report.

### Public Relation Staff | May 2019 - Mar 2021

CV Anak Rimba Outdoor - Kota Semarang

**Anak Rimba** previously one of Airsoft community managed under PORGASI Kota Semarang since 2018 but later closed as a business in 2021, which often gathered and involved in small/large event held by private or government sector. Beside recreational sport community, pursued by people demand about outdoor activities etc. Anak Rimba began into **collaborated** with several outdoor event planner, then offered community activity about Airsoft Game and publicly educate on. As a **PR** Staff I'm responsible for:

- Help leader to gained and maintain relationship with numerous external stakeholder for organization continuity needs.
- Provide information and communication accessibility (through social media and personal whatsapp) for public need.
- **Outreach** and increased our organization **engagement** presence to public by 25%.
- Stimulate content for social media publication need.

## OTHER EXPERIENCE

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### Liasion Officer | 23 Dec 2023

Nagara Institute - Kota Semarang

- Provide and reassured comfortability and needs on host and participant during conference meeting.
- Manifest and arranged host and participant seating during meeting.
- Assisted in safeguarding meeting progress.

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## EDUCATION

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### Universitas Dian Nuswantoro | Aug 2020 - Nov 2024

Bachelor of Computer Science in Information System

- **GPA: 3.36/4.00.**
- Thesis: Perancangan Website Jual Beli Produk Tactical Berbasis C2C (Studi Kasus : Komunitas Pertahanan Indonesia).
- Organization: Dian Nuswantoro International Student Chamber - Fellow Member

### Academic Project

- Develop Tac-commerce platform website using Mongo, Express, React, Node (**MERN Stack**) for thesis project. [[Portofolio](#)]
- Building Poliklinik Information System using HTML,PHP,CSS for certification project. [[Portofolio](#)]
- Designed Provinces Applicant Form Web App using **Figma** for mockup - wireframing - prototyping. [[Portofolio](#)]
- Perform **Project Management Plan** using PT Provinces Group as a case study. [[Portofolio](#)]

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## COURSES CERTIFIED AND CERTIFICATION

### Basic Human Resources | Dec 2024

Kelas Work by Kelas.com | [[Course Certificate](#)]

- Understanding on **analyze, implement, creating**, reviewing **HR** Standard Operating Procedure (SOP).
- Understanding on creating several HR documentation ( Jobdesc, PKWT/PKWTT, Performance Appraisal, Staff Handbook, Compensation Staff, Industrial Relational Staff, Resignation Staff).
- Compiled **Training Need Assessment (TNA)** procedural.

### BNSP Certified Web Developer Scheme | 2024 - 2026

LSP UDINUS | [[Professional Certification](#)]

TIK : 1159 00575 2024

- Understanding on project requirement needed.
- Understanding on UML and DFD creation.
- Able to code HTML, PHP and CSS semantically.
- Able to implement and querying SQL database using MySQL.

### Audit Internal ISO 9001 Di Perusahaan | Mar 2025

Kelas Work by Kelas.com | [[Course Certificate](#)]

- Understanding Internal Audit and ISO 9001:2015 definition .
- Understanding Internal Audit process & assessment.
- Emphasize Plan-Do-Check-Act (PDCA).
- Conduct Risk Based Thinking.