

Muthiah Fidinillah

Tangerang, Indonesia | HP/WA: 085723589343 |
Email: muthiahfidienillah@gmail.com | www.linkedin.com/in/muthiahfidinillah

PROFILE

A 2024 graduate in Islamic Guidance and Counseling from Syarif Hidayatullah State Islamic University Jakarta, with a GPA of 3.77. Completed an internship in Collaboration Division of the Human Resources Development Agency (BPSDM) at the Ministry of Public Works. Previously worked as an HR Recruiter, handling talent acquisition, and as a Freelance Assistant Trainer. Attended training on HR staff preparation, gaining knowledge and skills related to core HR responsibilities. Dedicated, disciplined, detail-oriented, with strong interpersonal communication skills. Interested in a career in HR or administration.

EDUCATION

UNIVERSITAS ISLAM NEGERI SYARIF HIDAYATULLAH JAKARTA (August 2020 – August 2024)
Islamic Guidance and Counseling - GPA 3.77

HR SKILL

- Familiar with Labor Law, Job Creation Law, and their related regulations
- Overtime, Social Security (BPJS) for Employment and Health, Income Tax (PPH 21)
- Company Regulations
- Fixed-Term (PKWT) and Permanent Employment Contracts (PKWTT)

WORK EXPERIENCE

TRAINING ASSISTANT AT NUANSA PSYCHOLOGY CONSULTING– Tangerang, Indonesia
Freelancer (Jan 2024 – Present)

- Classroom Preparation: Ensure the classroom is set up and ready for training.
- Training Support: Assist the Trainer in delivering icebreakers, worksheets, simulations, quizzes, and discussions.
- Participant Observation: Record notable comments and behaviors from participants.

HUMAN RESOURCES INTERN AT GAO TEK Inc. – New York, USA
Malaysia Squad (Des 2024 – Feb 2025)

- Reply to applicants' emails, screen replies, and schedule interviews with senior HR staff
- Post job ads on general career websites
- Conduct interviews & Conduct evaluations

BPSDM AT THE MINISTRY OF PUBLIC WORKS – Jakarta, Indonesia
Kerjasama (Octo 2024 – Des 2024)

- Archived 25 data entries of Cooperation Agreements and MoU in a single day
- Compiled a record book containing completed Cooperation Agreement data
- Took meeting minutes (Discussions on Cooperation Agreements, Corporate University Training, Monitoring and Evaluation of Ministry of Public Works Scholarship Recipients)

ORGANIZATION

STUDENT ASSOCIATION OF THE DEPARTMENT OF ISLAMIC GUIDANCE AND COUNSELING – Jakarta, Indonesia

Student Affairs Division (Jan 2022 – Jan 2023)

- Introduce the culture and activities to the new college students.
- provide briefings about knowledge in writing scientific papers.
- Strengthening the bond between students.

SKILL

- Communication Skill: Active listening, Oral and Written Communication and Discussion, Public Relations and Presentation.
- Management Skill: Time Management, People Management, Organizational Management and Strategic Planning.
- Digital skill: Canva, Microsoft (Word, Power Point, Excel, Teams and Outlook).
- Interpersonal Skill: Team Work, Cultural Awareness, Easily Adaptable and Problem Solving.

TRAINING /COURSE

- Quantum HR Indonesia (September,2024) Training HR Staff, Completed 19 Hours Online Training With Specialization in HR Staff
- MySkill (September,2024) Microsoft Excel Intermediate Completed a Full Topic (19 Course) with Specialization in Microsoft Excel Intermediate
- HariSenin.com (August,2024) BootCamp Kilat Human Resource Learning about Intro to HR & TA and Practice Session & Career Preps
- MySkill (August,2024) Intensive Bootcamp Human Resource Learning about Intro to Recruitment Process
- MySkill (August,2024) Human Resource Fundamental Completed a Full Topic (14 Course) with Specialization in Human Resource Fundamental

Link Certificate:

https://drive.google.com/drive/folders/14zWNrIvEAEeELOx_X54fQznQRCpsFJbZ?usp=sharing