



Raysa Hanik Alvianita

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Summary

Dedicated professional with a proven track record of academic excellence and practical experience in Human Resource Management. Graduated with Bachelor Degree in Human Resource Management from Trisakti University with honors, showcasing a strong foundation in Recruitment, HR Operations and Administration. Certified competence from BNSP at the Human Capital Supervisor level and have over 1 year of experience as an HR Intern.

Education

Trisakti University (September 2022- February 2024)

Bachelor Degree of Human Resource Management – IPK 3.77 out of 4.00 GPA

Activity: Presented a Paper at 18th International Conference on Sustainable Development.

Politeknik Ketenagakerjaan (July 2019 – August 2022)

Associate degree of Human Resource Management - IPK 3.86 out of 4.00 GPA

Learning modules: HR Planning, Employee Engagement, Talent Management, and Job Analysis, etc.

Activity:

Himpunan Mahasiswa Manajemen Sumber Daya Manusia Politeknik Ketenagakerjaan
Staff of Entrepreneurship Division (September 2020-September 2021)

Work Experience

PT Jasa Marga (Persero) Tbk

July 2023-December 2023

Strategic Transformation Group Intern

- Helping to prepared the internal meeting needs, such as make meeting invitation, the presentation, external letters and taking notes
- Assist to manage Company's internal events (AKHLAK Enrichment, Forum Commander, and Townhall Meeting)
- Collaborates with all users for the internal meeting from various level including the Board of Directors.
- Assist in reviewing draft SK, Berita Acara (BA), Annual Report, RKAP 2024
- Daily administrative task on team

PT Modular Kuliner Indonesia (Hangry!)

Dec 2022-March 2023

People Operations Intern

- Responsible to make contract approximately for 500+ partners (Mitra)
- Responsible to updating employee journey for monthly/yearly appraisal
- Updating company databases by inputting the completeness of agreement
- Remind and communication with each Store Manager of Outlet about agreement
- Helping agreement distribution to the partners

- Daily administrative task on HR team

PT Intermedia Multibahasa Indonesia (LingoTalk)

July - November 2022

People Operations Intern

- Screening profile candidates through job portal and email
- Arrange candidate interview schedules
- Conduct HR Interview through quick call for 5-15 times daily
- Make the daily report recruitment process
- Responsible for create employee's and tutor contract
- Updating company databases by inputting new employee information and details
- Responsible to process onboarding and offboarding employee
- Helping HR Operations Lead to follow up and process probations and contract renewals
- Helping HR Operations Lead to maintain and register BPJSTK of employee
- Daily Administrative task on HR Team

PT Prima Karya Sarana Sejahtera Surabaya

July 2021-January 2022

Human Resources Intern

- Helping Recruitment division to screening candidate's CV by using databases company
- Helping to register employee data
- Helping to make employee agreement for outsourced workers
- Contact and communicate with candidates who pass the selection to sign a contract
- Administrative using excel

Skills

- Proficient in Microsoft Office and google workspace
- Human Resource Management
- Social Media Operation
- Problem Solving
- Teamwork
- English

Qualification

Certificate of Competence: Human Resource Supervisor (Badan Nasional Sertifikasi Profesi)

TOEIC Certification 710

TOEFL Certification 563