

DAFTAR RIWAYAT HIDUP

Hilfina Izza Mahabbah

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ABOUT ME

I am a 6th-semester management student at Pembangunan Jaya University with four months of experience as an HR Intern. I have strong communication skills and am a highly motivated learner who is proactive, creative, and committed. I'm enthusiastic about human resources, hiring, training, business development, and human development.

EXPERIENCES

Human Capital Development (HCD) Universitas Pembangunan Jaya (October 2021 - January 2022)
HR INTERN

- Worked as an HR Supply Data Intern at Human Capital Development Pembangunan Jaya University
- Assist HR's daily activities.
- Contribute to helping HR to organize lecturer's data.
- Assigned to handle lecturers' document standards and lecturer's recruitment process documents.
- Assigned to handle lecturers' document administration.
- Assigned to sorting, compiling, categorizing, and ensuring the completeness of lecturer documents and inputting them into one drive
- Throughout my internship, I organized over 100 lecturer documents and files.

Universitas pembangunan Jaya (April 2020 - August 2020)
SOCIAL MEDIA MARKETING INTERN

- Contributed as a student ambassador
- Assigned to like, share, and comment on every post on Universitas Pembangunan Jaya Instagram.
- Contribute to increase Universitas Pembangunan Jaya social media engagement.

EDUCATION

Universitas Pembangunan Jaya (September 2019 - July 2023)
Management 3,59

PROJECTS

Mentor (October 2020 - November 2020)

Contributed as a mentor in Temu Keakraban Himpunan (TKH), an event organized by Himpunan Mahasiswa Manajemen (HMM).

- Provide guidance and information about TKH and Orientasi Program Studi Manajemen (ODIMA).
- Provide participants (first-year students) information about their duties and obligations.
- Assigned to serve as the moderator of each Zoom conference between the Himpunan Mahasiswa Manajemen Team and first-year students to discuss case studies.
- Made sure first-year students completed their TKH assignments on time.
- Coordinate and communicate with all Teams.
- Create an assessment report after the TKH event has concluded.
- I was successful in making TKH a successful event.