



RIVANNY BUNGA LESMANA

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Jakarta Barat, DKI Jakarta, 11510

Final semester student of Guidance and Counselling at Jakarta State University with all coursework and thesis requirements completed. Experienced in HR administration, personnel management, employee benefits administration, recruitment coordination, and learning & development support. Skilled in managing employee documentation, maintaining accurate records, coordinating HR processes, and supporting daily HR operations with strong attention to detail. Proficient in creating professional visual communications using Canva.

EDUCATION

Universitas Negeri Jakarta – Jakarta, Indonesia

Sep 2021 – Sep 2026 (Expected)

Bachelor of Guidance and Counseling, GPA: 3,78/4,00.

Completed All Coursework and Thesis Requirements.

- Relevant Coursework: Introduction to Psychological Theories, Human Behavior, Management of Guidance & Counseling, Evaluation & Supervision, Individual & Group Counseling, Career Development, Guidance Curriculum Design.

WORK EXPERIENCE

PT. Modal Ventura YCAB (YCAB VENTURES) – West Jakarta

Mei 2026 – Present (June 2026)

Human Capital Intern

- Maintained and archived inactive employee records, ensuring accurate documentation, systematic filing, and efficient personnel record management.
- Administered employee uniform inventory, storage, and distribution records to support daily HC operations.

PT. Komatsu Marketing and Support Indonesia – East Jakarta

Sep 2025 – Dec 2025

Human Resource Development Intern

- Managed personnel administration for 130+ employees, including preparing Medical Check-Up (MCU) reports, monitoring attendance records, processing overtime document, handling procurement document, supporting expatriate tax registration (NPWP), and creating internal publications with data visualization.
- Handled monthly employee benefits administration (BPJS Kesehatan, BPJS Ketenagakerjaan, medical allowance claims).
- Supported recruitment administration by screening CVs, coordinating candidate schedules, assisting onboarding processes, and preparing recruitment reports during large-scale Job Fair activities (800+ total visitors).
- Facilitated employee learning and development programs by supporting corporate university programs, managing training registrations, scheduling training sessions, coordinating training requirements, and assisting in-house training activities.
- Coordinated employee engagement initiatives for the KODP 2025 orientation program and the company Diversity Event 2025 for 38 female employees, including developing engagement activity concepts, preparing supporting documents, coordinating with internal and external stakeholders, managing event logistics, and preparing post-event reports.

SMA Negeri 112 Jakarta – West Jakarta

Jul 2024 – Dec 2024

School Counselor Intern

- Analyzed student assessment data using the Student Needs Questionnaire (AKPD) to identify and address personal, social, academic, and career development needs.
- Developed and implemented annual counseling programs for grades X–XII, ensuring all activities were tailored to student need mapping and school objectives.
- Designed structured Lesson Plans (RPL BK) and intervention programs using engaging multimedia to facilitate effective individual and group counseling sessions.
- Managed comprehensive counseling administrations, including student interest and talent mapping, academic achievement records, and data-driven intervention tracking.

ORGANIZATION EXPERIENCE

Kelompok Bimbingan Konseling Remaja

Feb 2024 – Jan 2025

Supervisory Board

- Supervised organizational governance for 60 active staff.
- Evaluated administrative and financial performance.
- Monitored executive cabinet progress.

Kelompok Bimbingan Konseling Remaja

Feb 2023 – Jan 2024

Head of Media Division

- Led and coordinated staff of creative team, managing the division's workflow and program execution for one full term.
- Analyzed social media engagement across platforms (Instagram, TikTok, Twitter, Youtube).
- Served as Steering Committee (SC) for KBKR FAIR 2023, overseeing a national-scale competition involving participants from 12 provinces and a music festival.

ADDITIONAL INFORMATION

Technical Skills:

- Microsoft Word, Excel, PowerPoint: Proficient in advanced document formatting, data processing, pivot tables, complex formulas, and data visualization to enhance productivity and decision-making.
- IBM SPSS: Skilled in statistical analysis, including hypothesis testing, and quantitative data interpretation for research.
- Google Workspace: Experienced in managing collaborative documents, and utilizing Google Sheets and Google Forms for efficient data processing and teamwork.
- Digital Design : Advanced user of Canva for developing mockups, event assets, and internal publications.

Languages:

- Indonesian (Native)
- English (Basic Working Proficiency)

Soft Skills:

- Leadership abilities in team management and coordination.
- Excellent communication and interpersonal skills, with a proven ability to adapt to diverse organizational environments.
- Excellent time management, ensuring tasks are completed promptly and goals are achieved effectively.