



Rizka Mulya Salsabila

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Management student interested in Human Resources, with experience in administrative coordination, stakeholder communication, and training operations. Skilled in scheduling, documentation management, and coordinating with clients and internal teams. Detail oriented, organized, and eager to contribute to Human Resources function, particularly in HR administration, employee support, and people related operations.

EDUCATION

Bachelor of Management
Universitas Bina Sarana Informatika – East Jakarta, DKI Jakarta
GPA 3.91 / 4.00

September 2023 – Present

PROFESSIONAL EXPERIENCE

Freelance PIC
PT Lintas Pengembangan Manajemen Indonesia – Depok, West Java

August 2025 – Present

- Coordinated administrative and operational training activities for corporate training programs involving trainers, clients, and participants.
- Managed communication and scheduling with clients, trainers, and internal teams.
- Ensured training activities were conducted according to schedules and company procedures.
- Prepared and organized training documents, attendance lists, and operational materials.
- Maintained and organized training documentation and archives accurately.

ORGANIZATIONAL EXPERIENCE

Vice Head of Publication and Documentation
HIMAMA (Management Student Association) – East Jakarta, DKI Jakarta

December 2023 – January 2025

- Coordinated publication schedules and managed organizational documentation.
- Collaborated with teams to ensure content delivery aligned with timelines.
- Managed photo and video documentation for organizational activities.
- Compiled documentation data for monthly evaluation reports.

Event Division – Digital Marketing Workshop
HIMAMA (Management Student Association)

October 2024

- Assisted in event coordination and technical workshop preparations.
- Supported participant and speaker coordination during the event.
- Helped ensure event activities ran according to schedule.

CERTIFICATIONS

People Analytics Fundamental – MySkill

January 2026

SKILLS

Hard Skills	Microsoft Excel, Microsoft Word, Google Workspace, Canva, Administrative Support, Scheduling Coordination, Documentation Management
Soft Skills	Communication, Teamwork, Time Management, Problem Solving, and Attention to Detail
Indonesian	Fluent
English	Intermediate