

SHOFIAH NASUTION

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SUMMARY

HR-focused Management graduate with hands-on experience in HR administration, employee database management, performance evaluation tracking, and payroll verification support. Experienced in handling structured documentation, HR reporting, and process improvement initiatives. Seeking to contribute analytical and administrative excellence in an entry-level HR role.

EDUCATION

Universitas Maritim Raja Ali Haji *Aug 2021 – March 2025*

Tanjung pinang, Kepulauan Riau

Bachelor Degree in Management – GPA 3.70/4.0

- Awarded Kepri Scholarship (Achievement Track), Semester 4 – 2023
- Master of Ceremony (MC) at HIMA Management Event – 2023
- Selected for Student Exchange Program at Universitas Brawijaya – 2023
- Selected for Certified Internship Program (MSIB) – 2024

Universitas Brawijaya - Student Exchange *Aug 2023 – Dec 2023*

Bachelor Degree in Management – GPA 3.73/4.0

EXPERIENCE

PT Pelayanan Listrik Nasional (PLN) Batam *July 2024 – Sept 2025*

HR Administration

- Managed end-to-end recruitment processes, including CV screening and interview coordination, resulting in candidates who met job requirements and organizational needs.
- Handled HR administration, including attendance tracking and payroll, ensuring timely payroll processing with minimal errors.
- Supported employee performance evaluation processes and ensured proper documentation, enabling more efficient review and decision-making.
- Managed office operations, including facilities and vendor coordination, ensuring smooth, well-organized, and productive daily operations.

PT Kinema Systrans Multimedia (Infinite Learning) *Feb 2024 – June 2024*

Project Manager - Human Management

Intern

- Managed HR administrative processes including attendance tracking, document control, and database maintenance, ensuring 100% data accuracy.
- Prepared job evaluation reports and supported Individual Development Plan (IDP) development to enhance structured performance monitoring.
- Developed and implemented mentor performance monitoring tools (Google Forms & Airtable), achieving 100% response rates and improving documentation efficiency across programs.

Developer Festival *June 2024*

Sales & Partnership Coordinator

- Identified and approached potential sponsors, contributing to increased sponsorship participation and event funding support.
- Managed and monitored merchandise orders, reducing data entry errors by 30% and ensuring production aligned with demand.
- Coordinated Purchase Orders (PO), logistics, and shipping processes, accelerating distribution timelines by 25% and minimizing delivery delays.

Administration Internship

- Assisted in processing 15–20 daily pawn transactions, ensuring accurate documentation and smooth service flow.
- Managed and organized 30+ transaction documents per day to maintain structured and accessible records.
- Handled customer inquiries and redemption confirmations, providing responsive and clear service support.

Selected Projects**PT Yoshikawa Electronics****July 2023****Supply Chain Operational Efficiency Analysis**

- Conducted supply chain structure analysis through interviews with the Operations Manager, identifying key suppliers and material flow processes.
- Evaluated operational efficiency indicators and compiled findings into a structured analytical report.

PT Kinema Systrans Multimedia (Infinite Learning)**May 2024****Mentor Performance Monitoring System**

- Developed and implemented a structured mentor evaluation system using Google Forms and Airtable to improve performance tracking and documentation accuracy.
- Achieved 100% evaluation response rate through systematic coordination and follow-up, enabling more consistent performance monitoring across programs.

PT Pelayanan Listrik Nasional (PLN) Batam**Sept 2024****Payment Workflow Recap Optimization**

- Streamlined payment recap and document organization processes to enhance reporting structure and reduce processing delays.
- Improved payment processing efficiency by 25% through structured data consolidation and workflow improvement.

ORGANIZATIONAL EXPERIENCES**Hima Management (2022-2023) - Raja Ali Haji Maritime University****Dec 2022 – Dec 2023****Information and documentation Public Relations Division**

- Graphic design, making greeting posters for several major holidays in Indonesia and birthday greetings for Hima MJ management
- Infographic design, create infographics about management science, economics and general science via the Hima MJ Instagram account
- Publication, creating captions for each post, managing Instagram stories and highlights

SKILLS & ACHIEVEMENTS

Technical Skill: HR Administration & Documentation, Employee Database Management, Attendance & Leave Tracking, Payroll Document Verification.

Tools: Microsoft Office (Word, Power Point, Excel) Google Workspace (Docs, Sheets, Forms) Airtable (Basic Database Management) Canva (Poster, Social Media Content)

Soft Skills: Detail-Oriented, Analytical Thinking, Time & Project management, Strong communication & Team collaboration, Self-motivated & Fast learner.

Achievements:

- Accepted as a Kepri scholarship recipient in the 4th semester in 2023
- Completed English Language Course at MR Bob Kampung Inggris (2025)



MySkill Short Class

March 8th, 2026

This certificate is awarded to:

Shofiah Nasution

For completing short class Human Resources by MySkill titled:

HR Talent Management



Angga Fauzan

CEO & Co-Founder MySkill

PT LINIMUDA INSPIRASI NEGERI



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