

MOHAMMED RIDDY RAMADHANA

Address: Depok, Indonesia | Whatsapp: +62 85777394825 | Email: riddvrama@gmail.com | [Linkedin](#)

SUMMARY

Industrial Engineering student with hands-on experience supporting HR operations, including recruitment coordination, onboarding preparation, and training program execution. Proven ability to manage large-scale participant data (100+), coordinate multi-stakeholder activities, and maintain structured HR documentation in fast-paced environments. Detail-oriented with strong communication skills and a deep interest in developing professional knowledge within the Human Resources field

EDUCATION

University of Pembangunan Nasional “Veteran” Jakarta
B.S. in Industrial Engineering (GPA: 3.70/4.00)

Jakarta, Indonesia
Expected 2027

EXPERIENCE & ACTIVITIES

Laboratory Assistant - Human Resource Staff

Ergonomics Laboratory UPN Veteran Jakarta

Mar 2025 - Present

- Supported recruitment activities by developing promotional materials, managing candidate engagement, and assisting onboarding preparation for new members.
- Conducted initial CV screening and candidate pre-selection based on predefined qualifications and organizational requirements.
- Maintained attendance records, performance evaluation documentation, and administrative reports to support HR operations and decision-making.
- Coordinated communication between lecturers, assistants, and 130+ students to ensure smooth operational and academic activities.
- Supported continuous improvement and personal development by conducting performance evaluations for 10+ laboratory members and successfully organizing laboratory visits and alumni-sharing sessions by coordinating students, assistants, lecturers, and external speakers.

Project Associate

GEMA 2025 by BEM UPN Veteran Jakarta

Aug 2025 - Nov 2025

- Managed participant registration, database validation, and administrative documentation for 50+ participants to ensure accurate records and smooth event execution.
- Coordinated schedules and requirements with external speakers and stakeholders, supporting effective communication and activity planning.
- Maintained participant communication and handled inquiries to ensure positive engagement and accurate information flow.
- Supported the execution of workshops and seminars through operational coordination and documentation management.

Logistics Division Head

HMTI UPN Veteran Jakarta - Study Visit (BINUS & ITB)

Jul 2025 & Nov 2025

- Led operational planning and coordination for programs involving 100+ participants, ensuring timely resource availability and smooth execution.
- Coordinated with 5+ vendors regarding procurement requirements, delivery schedules, and operational support.
- Supervised 4 team members, monitored task progress, and ensured activities were completed according to established timelines.

Creative Media Manager

Industrial Fair 2025 by HMTI UPN Veteran Jakarta

Jul 2025 - Nov 2025

- Developed SOPs and workflow documentation to improve coordination efficiency and process consistency.
- Conducted quality reviews and coordinated deliverables across multiple stakeholders to maintain project standards.
- Supported internal team development through structured training sessions and knowledge-sharing activities.

Vice Project Officer of Company Profile HMTI UPN Veteran Jakarta 2025-2026

HMTI UPN Veteran Jakarta

Juni 2025 - Aug 2025

- Coordinated scheduling, participant management, and project execution involving 50+ participants to ensure timely completion.
- Collaborated with cross-functional teams to monitor progress, align deliverables, and maintain workflow efficiency.
- Managed project documentation and reporting to support operational transparency and execution tracking.

ADDITIONAL EXPERIENCE

Master of Ceremony – Social Project 2024

Jan 2025

- Facilitated participant engagement and coordinated activity execution during a 3-day social development program.

Liaison Officer – PORTINDUSTRI 2023: GELORA

Jul 2024

- Served as the primary point of contact for 10+ participants, managing communication, schedule coordination, and issue resolution.

Data Entry - Zakat Sukses

Apr 2024

- Managed and verified 100+ records while maintaining data accuracy, consistency, and documentation quality for reporting purposes.

SKILLS

- Human Resources:** Recruitment Support, Candidate Screening, Onboarding Administration, HR Documentation, Performance Evaluation Administration
- Administrative & Operations:** Database Management, Documentation Management, Scheduling Coordination, Stakeholder Coordination, Reporting & Record Management
- Technical:** Microsoft Excel (Pivot Table, Lookup, Data Analysis), Microsoft Word, Microsoft PowerPoint, Google Workspace, Trello, Figma, Canva
- Language:** Indonesian (Native), English (Intermediate)