

MUTIAH ULFA SITOMPUL

HR OPERATIONS | HUMAN RESOURCES ADMINISTRATION | GENERAL ADMINISTRATION

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PROFESSIONAL SUMMARY

Information Systems graduate from Riau University with hands-on experience in organizational administration, HRD activities, documentation, data handling, and operational reporting. Served as General Secretary of a student organization, coordinating seven division secretaries and managing official correspondence, meeting records, and accountability documentation. Also supported HR-related programs and member development through an HRD role, while building practical administrative experience in purchase orders, invoices, cash records, and sales reports. Detail-oriented, organized, communicative, and adaptable, with strong Microsoft Office and document-management skills. Interested in HR Operations, Human Resources Administration, and General Administration.

CORE COMPETENCIES

HR Administration and Documentation | Recruitment and Selection Support | Employee/Member Records | Training and Development Coordination | Administrative Support | Document Control and Filing | Data Entry and Data Management | Purchase Orders and Invoices | Cash Records and Sales Reporting | Meeting Coordination and Minutes | Microsoft Word, Excel, and PowerPoint | Google Workspace | Communication and Team Coordination

PROFESSIONAL EXPERIENCE

Human Resources Development (HRD) Staff | Universitas Riau Cendekia (URC), Universitas Riau | *February 2024 – November 2024*

- Supported HRD programs focused on member development, organizational capacity building, and team effectiveness.
- Assisted with recruitment and selection activities, member onboarding, and follow-up development processes.
- Helped coordinate training and development activities and maintained related administrative records and documentation.
- Contributed to HRD reporting and coordination to support the implementation and monitoring of organizational programs.

Information Technology Intern | Statistics Indonesia (BPS), Riau Province | *Januari – Februari*

- Supported an internal data-monitoring initiative related to performance achievement monitoring and reporting.
- Worked with project information and structured data in the context of an internal monitoring application, strengthening data accuracy and information-management skills.
- Collaborated with team members and followed organizational procedures while supporting IT-related administrative and project activities.

LEADERSHIP AND ORGANIZATIONAL EXPERIENCE

General Secretary | HIMALKOM FMIPA, Universitas Riau | *May 2023 – December 2023*

- Coordinated the work of seven division secretaries and supported communication and administrative consistency across divisions.
- Managed official correspondence, proposals, activity reports, meeting agendas and minutes, and organizational archives.

- Contributed to the preparation and compilation of an approximately 800-page accountability report (LPJ), maintaining document structure and completeness.
- Supported activity planning and follow-up through organized documentation, scheduling, and coordination with internal stakeholders.

EDUCATION

Riau University | Bachelor's Degree in Computer Science | 2022 – 2026

Developed skills in administrative management, data processing, documentation, and information management through academic activities and organizational experience. Strengthened organizational, communication, coordination, and problem-solving skills through leadership responsibilities and administrative tasks.

TECHNICAL SKILLS

Microsoft Office: Word, Excel, PowerPoint | Google Workspace | Data Entry, Data Processing, and Reporting | Document Management and Digital Filing | Administrative Recordkeeping | Basic Database and Information Systems Knowledge | Canva and CapCut