

M ARTHUR VALENTINO

MALANG | mohammadvalentino14@gmail.com

+62 896 3817 2760 | <https://www.linkedin.com/in/m-arthur-valentino-a44882207/>

ABOUT ME

Fresh graduate in Business Administration in Brawijaya University with strong interest building career in Human Resources (HR). Experienced as HR intern in develop company SOP, Managing database and employee attendance, monitoring employee performance, end-to-end recruitment. I am eager to contribute effectively to achieving company goals and enhancing employee potential.

WORKING EXPERIENCE

ScaleUp UKM, Jakarta (WFH)

Jan–July 2024

HR Generalist Intern

- Responsibility to manage the employee database and attendance record.
- Handle end-to-end recruitment and onboarding process.
- Take the responsibility to followed up on inactive employee.
- Monitored employee Performance.

Solutia, Malang

May – June 2023

HR Staff Intern

- Documented company regulations for clear policy communication.
- Developed SOPs for Internship candidate.
- Created an efficient document archiving system.

EDUCATION

Brawijaya University, Malang

Aug 2017 – July 2024

Bachelor of Social, Business Administration Science

GPA 3.13 of 4.00

SMAN 2, Balikpapan

2014 – 2017

IPS

ORGANIZATIONAL

Staff Bid. Rumah Tangga, Perisai Diri Universitas Brawijaya

Jan-Dec 2020

- Strengthened relationship among members and alumni.
- Acted as a mediator for conflict among members.
- Managed and maintained field inventory and cleanliness.

Coordinator Bid. Teknik dan Kepelatihan, Perisai Diri Universitas Brawijaya

Jan-Dec 2019

- Led the organization to ensure responsibilities were met.
- Managed daily, weekly, and monthly programs with evaluations.
- Analyzed members attendance in training and conducted monthly evaluations.
- Maintained an inventory for training and competitions.

Staff Bid. Teknik dan Kepelatihan, Perisai Diri Universitas Brawijaya

Jan-Dec 2018

- Managed routine training attendance.
- Maintained training and competition equipment.

Committee Roles, Perisai Diri Universitas Brawijaya

- Head of Webinar on Martial Arts
- Head of Public Relations
- Head of Equipment Division
- Head of Documentation
- Member of Equipment, Health, Documentation, Event, and PR Divisions.

CERTIFICATION

TOEFL ITP

Mar 2024

Total Score 460

Microsoft Office Certification

Jul 2023

Achievement Certificate Score 81

LANGUAGE AND SKILLS

- Bahasa Indonesia (Native), English (Limited Working Proficiency).
- Ms. Office and Google Workspace (Proficient in Word, Power point, and intermediate proficiency in excel)
- Intermediate Organizational Skill, Teamwork, basic of Leadership and Team Management, Project Management, Communication Skills, Data Management and Administration Skills, Analytic Skills, Recruitment and Onboarding Skills, Detailed Oriented, Administrative Support.
- Passionate in the field of Human Capital, Graphic Designer and Illustrator.

PROVINSI KALIMANTAN TIMUR
KOTA BALIKPAPAN

NIK : 6471031402990003

Nama : M. ARTHUR VALENTINO
Tempat/Tgl Lahir : JAKARTA, 14-02-1999
Jenis kelamin : LAKI-LAKI Gol. Darah : O
Alamat : JL. TIGA AMD NO. 113
RT/RW : 028/000
Kel/Desa : GUNUNGSAMARINDA
Kecamatan : BALIKPAPAN UTARA
Agama : ISLAM
Status Perkawinan : BELUM KAWIN
Pekerjaan : PELAJAR/MAHASISWA
Kewarganegaraan : WNI
Berlaku Hingga : SEUMUR HIDUP



KOTA BALIKPAPAN

10-01-2018

NIK : 6471031402990003
ID Number : 6471031402990003

Nomor Ijazah : 632112024002640
Certificate Number : 632112024002640



UNIVERSITAS BRAWIJAYA

Keputusan Menteri PTIP No. 1 tahun 1963 tanggal 5 Januari 1963, Keputusan Presiden RI No. 196 tahun 1963 tanggal 23 September 1963

Menyatakan bahwa
certifies that

Mohammad Arthur Valentino

Nomor Induk Mahasiswa : 175030207111078

Student Number : 175030207111078

Tempat dan tanggal lahir : Jakarta, 14 Februari 1999

Place and date of birth : Jakarta, February 14, 1999

telah menyelesaikan dan memenuhi segala syarat pendidikan Program Sarjana pada

has completed and fulfilled all requirements for the Undergraduate Program at

Fakultas Ilmu Administrasi

Faculty of Administrative Science

Program Studi : Administrasi Bisnis

in the field of Business Administration

sehingga kepadanya diberikan ijazah serta gelar

thereby is awarded the degree of

Sarjana Administrasi Bisnis (S.A.B.)

Four-year Undergraduate Degree in Business Administration

dengan segala hak dan kewajiban yang melekat pada gelar tersebut.

with all the privileges and obligations belonging thereto.

Ditetapkan dan diterbitkan di Malang pada tanggal 24 Juli 2024.

Given under the common seal of Universitas Brawijaya at Malang on July 24, 2024.

Malang, 05 September 2024

Dekan,
Dean,

Prof. Drs. Andy Felta Wijaya, MDA., Ph.D.
NIP. 196702171991031010



Rector,
Rector,

Prof. Widodo, S.Si., M.Si., Ph.D.Med.Sc.
NIP. 197308112000031002

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Unofficial Student Score Report

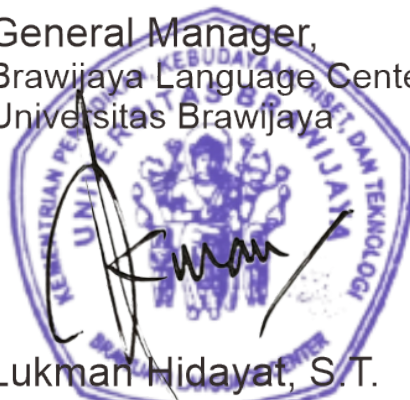
Student Name:	M ARTHUR VALENTINO		
Test Date:	14-Mar-2024	<u>Scaled Scores</u>	<u>CEFR LEVEL</u>
Listening Comprehension:		46	B1
Structure and Written Expression:		45	B1
Reading Comprehension:		47	B1
TOTAL SCORE:		460	

CEFR = Common European Framework of Reference

Scan QR-Code dibawah untuk memeriksa
keaslian Unofficial Student Score Report



General Manager,
Brawijaya Language Center
Universitas Brawijaya



Lukman Hidayat, S.T.
NIK. 2010078105251001

***Unofficial Student Score Report hanya dapat digunakan untuk
keperluan mendaftar Yudisium dan Wisuda***