People Development | Training | Business Operations

Portfolio

Febrinda Galuh Kirana

rindaakirana17@gmail.com

Let's get to know
Febrinda Galuh Kirana

- Training Coordinator
- Event Crew
- Sales Admin Intern
- Education Coach
- People Analyst & Consultan Manager

Human Capital practitioner with **2 years of relevant experience**, specializing in **Learning & Development, Training Coordination, and Talent Acquisition.** Skilled in HR analytics, data analysis & visualization, HRIS management, learning development, and talent management, with a track record of driving 90%+ engagement, with **supporting experience in Sales & Marketing and Event Management**. Demonstrated ability to manage multiple responsibilities, coordinate with diverse stakeholders, and maintain accuracy in fast paced environments. Committed to delivering high quality work, embracing continuous learning, and contributing to organizational success.

UPN "Veteran" Jawa Timur
2022 - 2026
Management

Certification

Competency Certification for Heads of Human Resources Recruitment and Selection Departments (LSP UPN "Veteran" Jawa Timur, August 2026)

- Job description
- KPIs and measurement standards
- Job postings
- Recruitment and selection
- Onboarding program

Oakwood.

Certificate of Recognition

is presented to

Febrinda Galuh Kirana

Has successfully completed the
On-The-Job Training Program
From 20 Januari 2025 to 19 July 2025

Dita Anindra Vashti
Human Resource & Training

Oakwood HOTEL & RESIDENCE SURABAYA

STATEMENT LETTER

We congratulate Febrinda Galuh Kirana from UPN Veteran Surabaya for her success in completing On-The-Job Training period with Oakwood Hotel & Residence Surabaya for this past 6 months in the position of Sales & Marketing Department – Sales Admin.

Febrinda Galuh Kirana has applied her knowledge, help us and show her passion in this field very well. With this letter we attach his performance evaluation behind.

We really appreciate for your participation in helping and learning with us.
We look forward for your success in the future!

Sales Admin Internship Certificate at Oakwood Hotel & Residence Surabaya

- Sales administration and reporting
- Digital marketing support
- Product presentation
- Oracle Hospitality Suite8
- Banquet Event Order (BEO)

Toolset

SALES & MARKETING

Toolset

HUMAN RESOURCES

Work

PT Surabaya Teknika Cipta Konsultan

Training Coordinator

As a Training Coordinator, I supported the end-to-end execution of a **BUMN training project**, including participant coordination, program administration, trainer support, and on-site event operations.

- Training Program Coordination
- Event & On-site Training Management
- Training Logistics Management
- Training Needs Analysis (TNA)
- Participant Learning Management
- Training Curriculum & Material Support
- Learning Evaluation

4-6 Nov 2025 with PT Badak NGL

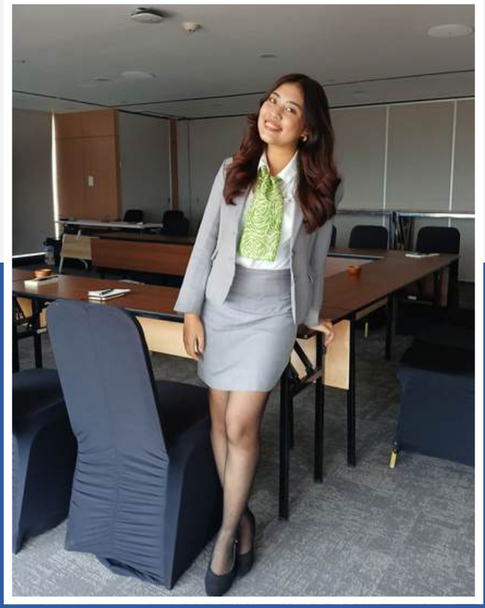
Internship

Oakwood Hotel and Residence Surabaya

Sales Admin Intern

Supported daily sales and marketing operations through **client coordination, sales administration, reporting, and hotel product promotion**, while contributing directly to revenue generation and business development.

- Sales Reporting and Data Tracking
- Oracle Hospitality Suite8
- Banquet Event Order Management
- Hotel Product Presentation
- Digital Sales & Social Media Promotion
- Telemarketing and Direct Selling
- Corporate Account Management



Organization

AIESEC

AIESEC in Surabaya

People Analyst & Consulting Manager

I got the opportunity to have the **leadership experience** here by being **Talent Analytics Team Leader** and also **leading 2 staffs**.
This role allowed me to enhance my skills in **database management, HR analysis,** and **spreadsheets formula**

- HR Information System Management
- People Development & Talent Management
- Applicants Tracking System (ATS)
- Data Reporting & Visualization
- Performance and Database Management
- Performance & KPI Tracking
- HR Data Analytics

Job and Competency Analysis

+lc job description

DEPARTMENT		JOB DESCRIPTION	KEY PERFORMANCE INDICATOR	MEASUREMENT OF SUCCESS
TALENT MAN.	TALENT DEVELOPMENT TEAM MEMBER	1. Executing MX standards 2. Handling AIESEC in Surabaya intersite 3. Provide the learning opportunities and space for member (Berries) 4. Monitoring LEC Plan 5. Handling Newie Probation 6. Handling Member's Onboarding Class 7. Handling Succession Class 8. Handling Members attendance tracker 9. Handling TM Clinic System	% of Overall MX Standards Implementation % of LEC Plan Implementation # of Bhattara Edu Series done # of OC/CC edu conducted # of AIESEC in Surabaya Intersite rebranding done % of Members' attendance in LC/MC Agenda % of Members Satisfaction towards BERRIES % of TTI Conducted % of Newie Probation Conducted # of Engagement Planning conducted % of satisfaction members of TM Clinic	80% of Overall MX Standards Implementation 90% of LEC Plan Implementation 12# of Bhattara Edu Series done 4# of OC/CC edu conducted 2# of AIESEC in Surabaya Intersite rebranding done 80% of Members' attendance in LC/MC Agenda 85% of Members Satisfaction towards BERRIES 100% of TTI Conducted 100% of Newie Probation Conducted 2# of Engagement Planning conducted 90% of Members' satisfaction toward TM Clinic
	TALENT ANALYTICS TEAM LEADER	1. Executing MX standards 2. Making HR Report 3. Handling AIESEC in Surabaya Database 4. Do TM Visit and Calibration Meeting 5. PDP Tracking 6. Data talent Insight 7. EXPA Management, especially membership assignment & ATS Systems 8. HRIS (Human Resources Information System)	% of Overall MX Standards Implementation # of Calibration Meeting Conducted # of TM Visit Conducted % of HR Report Submission # of TM Bulletin created # of Engagement Planning conducted	80% of Overall MX Standards Implementation 6# of Calibration Meeting Conducted 28# of TM Visit Conducted 100% of HR Report Submission 4# of TM Bulletin created 2# of Engagement Planning conducted

4.1 TM Strategy

Use this template to make strategies after you have done OKR building and goal setting

Total Goal Achievement
39.10%

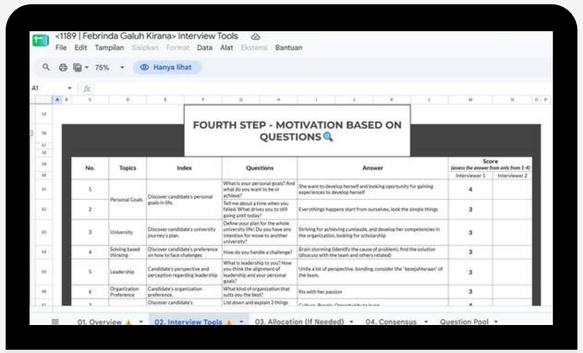
80% of Member Advancement High Role in the Next Term/Project	52.5%
95% Hyper Performer/Future Leader Members	45.9%
100% Submission Valid for HR Tools	41.2%

100% Submission Valid for HR Tools	Creating data automation and implement transperancy to maintain the internal process in TM	12 HR Report Tracking	HR Internal Submission	% HR Report Tracked	TA	LCVP TM	W2 Every Month	3	Rp0
			HR Internal Revision				W3 Every Month	3	Rp0
			HR Guideline Creation	% HR Guideline Created		LCVP TM, IComm	W2 Feb	4	Rp0
			HR Tools Reminder Attraction	# HR Tools Reminder Content Created		IComm	W3 Every Month	2	Rp0
			Engagement Survey Q1 Collection	% Engagement Survey Responses		LCVP TM, TM Buddies	W4 Apr	3	Rp0
			Engagement Survey Q2 Collection				W4 Jul	3	Rp0
			Engagement Survey Q3 Collection				W4 Oct	3	Rp0
			Engagement Survey Q4 Collection				W4 Jan	3	Rp0
			HR Tools Monthly National Submission	# HR Tools Monthly Submitted		LCVP TM	W4 Every Month	3	Rp0
			HR Tools Quarterly National Submission	# HR Tools Quarterly Submitted			W4 Apr, Jul, Oct, Jan	3	Rp0
		100% Data Centralization	Monthly Report Submission	# Report Submitted		LCVP TM	W4 Every Month	3	Rp0
			Quarterly Report Submission				W4 Apr, Jul, Oct, Jan	3	Rp0
			TM Data Center Creation	% TM Data Center Created			W4 Feb	3	Rp0
			RnR Tracking System	% RnR System Created		LCVP TM, HRM	W1 Apr	4	Rp0

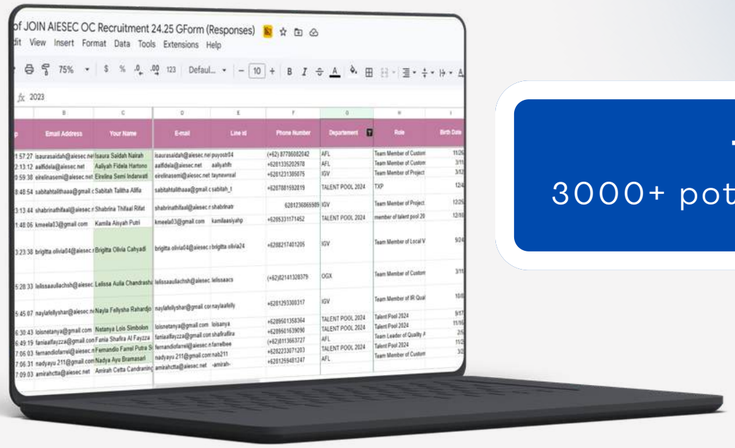
Job Analysis, KPI and OKR

Developed and analyzed 10+ job descriptions and KPIs to align team roles with organizational goals and improve accountability.

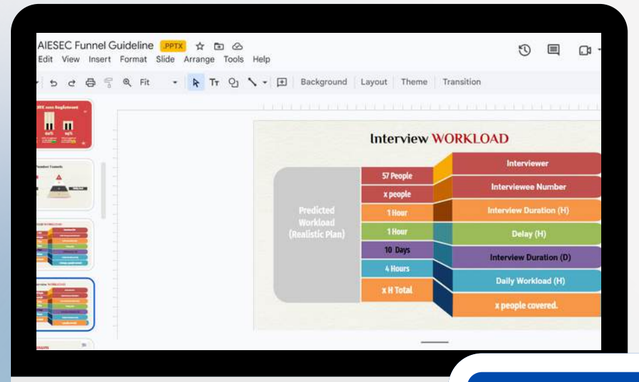
Talent Acquisition & Recruitment



Recruitment and Selection
400+ candidates interviewed, 85% successfully matched with organization needs



Talent Sourcing
3000+ potential candidates reached



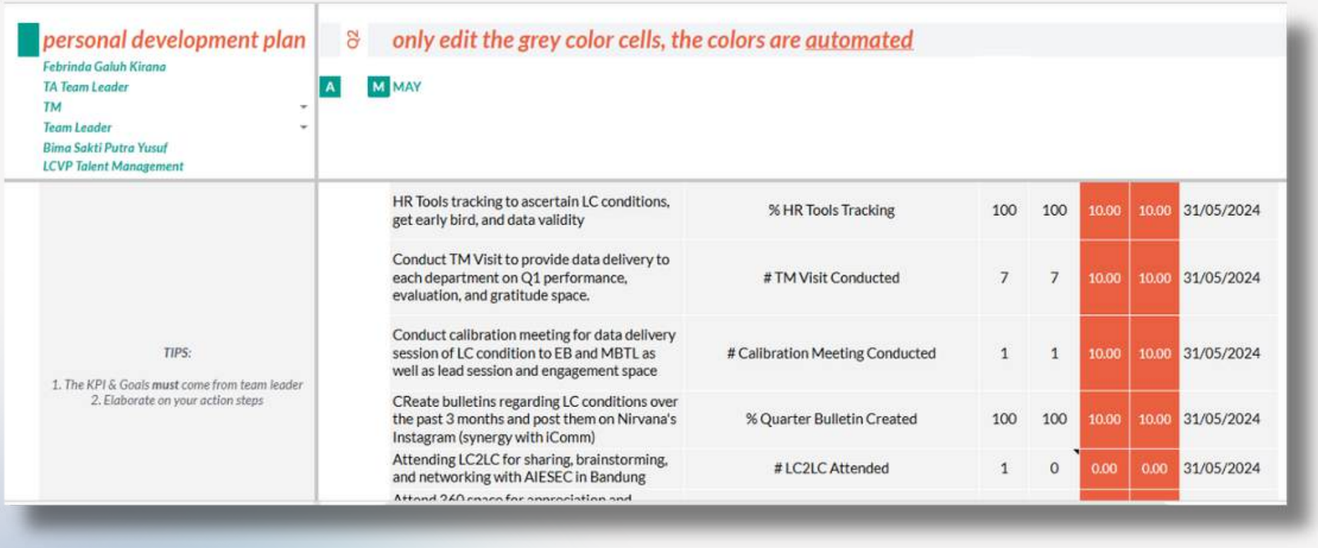
Guideline
20+ guideline managed

Applicants

Status	Experience Package	LEAD Name	Opportunity Name	Lead's EXPA ID
Rejected	Medium	Muhammad Nauvaldy	OC IGV	-
Realized	Medium	Anisah ainiyyah nabilah	OC IGV	-
Rejected	Medium	Fefelia Carmelita Putri	OC IGV	-
Realized	Medium	Rina Rahmayati	OC IGV	-
Rejected	Medium	Nicki Dewi	OC IGV	
Rejected	Medium	Katrina Mutiara Ayu Rosadi	OC IGV	

Applicants Tracking System
Manage to update ATS after finished the screening process

Organizational and Learning Development



personal development plan

Febrinda Galuh Kirana
TA Team Leader
TM
Team Leader
Bima Sakti Putra Yusuf
LCVP Talent Management

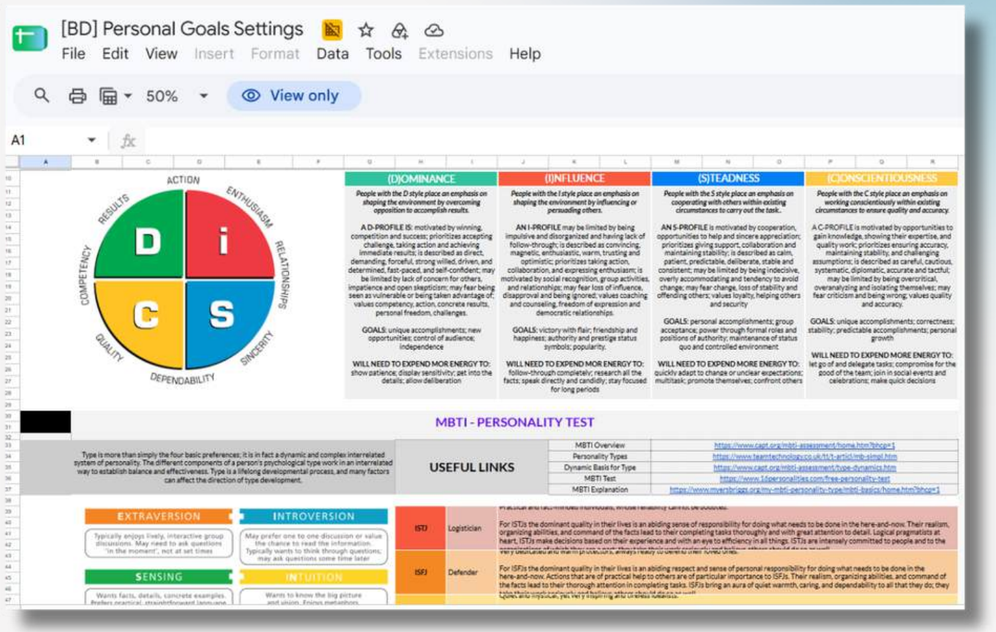
only edit the grey color cells, the colors are automated

A M MAY

HR Tools tracking to ascertain LC conditions, get early bird, and data validity	% HR Tools Tracking	100	100	10.00	10.00	31/05/2024
Conduct TM Visit to provide data delivery to each department on Q1 performance, evaluation, and gratitude space.	# TM Visit Conducted	7	7	10.00	10.00	31/05/2024
Conduct calibration meeting for data delivery session of LC condition to EB and MBTL as well as lead session and engagement space	# Calibration Meeting Conducted	1	1	10.00	10.00	31/05/2024
CReate bulletins regarding LC conditions over the past 3 months and post them on Nirvana's Instagram (synergy with iComm)	% Quarter Bulletin Created	100	100	10.00	10.00	31/05/2024
Attending LC2LC for sharing, brainstorming, and networking with AIESEC in Bandung	# LC2LC Attended	1	0	0.00	0.00	31/05/2024

TIPS:

1. The KPI & Goals **must** come from team leader
2. Elaborate on your action steps



[BD] Personal Goals Settings

File Edit View Insert Format Data Tools Extensions Help

50% View only

A1

ACTION ENTHUSIASM RELATIONSHIPS SINCERITY DEPENDABILITY QUALITY COMPETENCY RESULTS

D i C S

(D)OMINANCE

People with the D style place an emphasis on shaping the environment by overcoming opposition to accomplish results.

A D-PROFILE IS: motivated by winning, competition and success; prioritizes accepting challenge, taking action and achieving immediate results; is described as direct, demanding, forceful, strong willed, driven, and determined, fast-paced, and self-confident; may be limited by lack of concern for others, impatience and open skepticism; may fear being seen as vulnerable or being taken advantage of; values competency, action, concrete results, personal freedom, challenges.

GOALS: unique accomplishments; new opportunities; control of audience; independence

WILL NEED TO EXPEND MOR ENERGY TO: show patience; display sensitivity; get into the details; allow deliberation

(I)NFLUENCE

People with the I style place an emphasis on shaping the environment by influencing or persuading others.

AN I-PROFILE may be limited by being impulsive and disorganized and having lack of follow-through; is described as convincing, magnetic, enthusiastic, warm, trusting and optimistic; prioritizes taking action, collaboration, and expressing enthusiasm; is motivated by social recognition, group activities, and relationships; may fear loss of influence, disapproval and being ignored; values coaching and counseling, freedom of expression and democratic relationships.

GOALS: victory with flair; friendship and happiness; authority and prestige status symbols; popularity.

WILL NEED TO EXPEND MOR ENERGY TO: follow-through completely; research all the facts; speak directly and candidly; stay focused for long periods

(S)TEADNESS

People with the S style place an emphasis on cooperating with others within existing circumstances to carry out the task..

AN S-PROFILE is motivated by cooperation, opportunities to help and sincere appreciation; prioritizes giving support, collaboration and maintaining stability; is described as calm, patient, predictable, deliberate, stable and consistent; may be limited by being indecisive, overly accommodating and tendency to avoid change; may fear change, loss of stability and offending others; values loyalty, helping others and security

GOALS: personal accomplishments; group acceptance; power through formal roles and positions of authority; maintenance of status quo and controlled environment

WILL NEED TO EXPEND MORE ENERGY TO: quickly adapt to change or unclear expectations; multitask; promote themselves; confront others

(C)ONSCIENTIOUSNESS

People with the C style place an emphasis on working conscientiously within existing circumstances to ensure quality and accuracy.

A C-PROFILE is motivated by opportunities to gain knowledge, showing their expertise, and quality work; prioritizes ensuring accuracy, maintaining stability; and challenging assumptions; is described as careful, cautious, systematic, diplomatic, accurate and tactful; may be limited by being overcritical, overanalyzing and isolating themselves; may fear criticism and being wrong; values quality and accuracy.

GOALS: unique accomplishments; correctness; stability; predictable accomplishments; personal growth

WILL NEED TO EXPEND MORE ENERGY TO: let go of and delegate tasks; compromise for the good of the team; join in social events and celebrations; make quick decisions

MBTI - PERSONALITY TEST

Type is more than simply the four basic preferences; it is in fact a dynamic and complex interrelated system of personality. The different components of a person's psychological type work in an interrelated way to establish balance and effectiveness. Type is a lifelong developmental process, and many factors can affect the direction of type development.

USEFUL LINKS

MBTI Overview	https://www.capt.org/mbti-assessment/home.htm?bhcp=1
Personality Types	https://www.teamtechnology.co.uk/tt/t-article/mb-simpl.htm
Dynamic Basis for Type	https://www.capt.org/mbti-assessment/type-dynamics.htm
MBTI Test	https://www.16personalities.com/free-personality-test
MBTI Explanation	https://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/home.htm?bhcp=1

EXTRAVERSION

Typically enjoys lively, interactive group discussions. May need to ask questions 'in the moment', not at set times

INTROVERSION

May prefer one to one discussion or value the chance to read the information. Typically wants to think through questions; may ask questions some time later

SENSING

Wants facts, details, concrete examples. Prefers practical, straightforward language

INTUITION

Wants to know the big picture and vision. Enjoys metaphors

(ST)	Logistician	For (ST)s the dominant quality in their lives is an abiding sense of responsibility for doing what needs to be done in the here-and-now. Their realism, organizing abilities, and command of the facts lead to their completing tasks thoroughly and with great attention to detail. Logical pragmatists at heart, (ST)s make decisions based on their experience and with an eye to efficiency in all things. (ST)s are intensely committed to people and to the
(SF)	Defender	For (SF)s the dominant quality in their lives is an abiding respect and sense of personal responsibility for doing what needs to be done in the here-and-now. Actions that are of practical help to others are of particular importance to (SF)s. Their realism, organizing abilities, and command of the facts lead to their thorough attention in completing tasks. (SF)s bring an aura of quiet warmth, caring, and dependability to all that they do; they

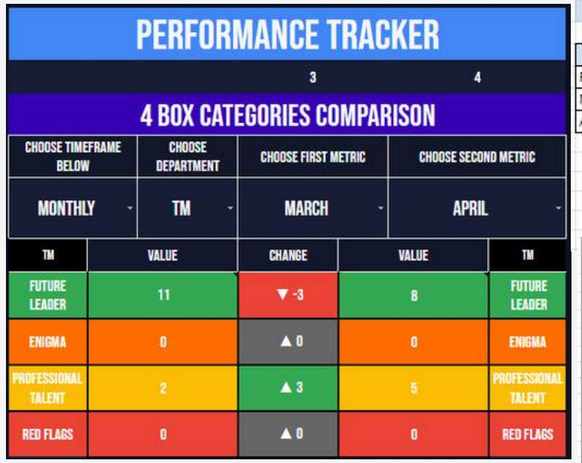
Personal Development Plan

90% improvement in individual development progress through monthly task tracking, KPI monitoring, and structured personal development planning.

Personal Goals Setting

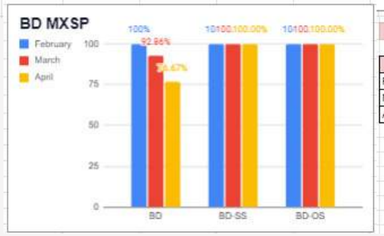
90% improvement in candidate–company fit through psychological assessment, DISC profiling, and personalized learning & career goal setting.

Organizational and Learning Development



IGV TEAM PERFORMANCE

Months	IGV	LC OVERALL
February	8.87	9.3
March	9.24	9.1
April	9.26	9.2



BD MX IMPLEMENTATION

Months	BD	BD-SS	BD-OS
February	100%	100%	100%
March	92.86%	100%	100%
April	76.67%	100%	100%

Automated performance tracking system

95%
Improvement in reporting efficiency

90%
Increase in KPI visibility

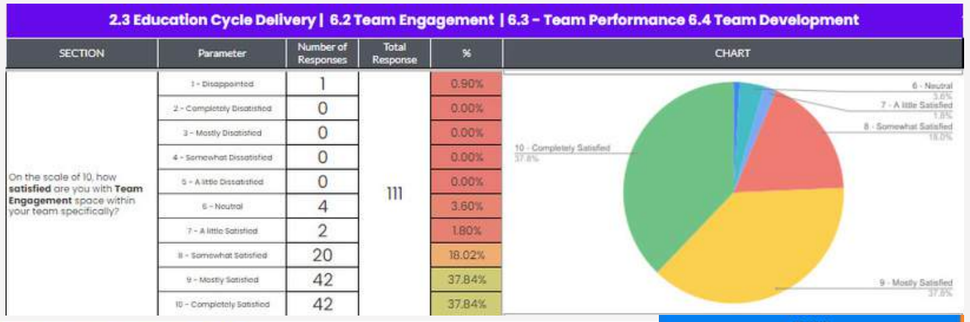
85%
Improvement in performance comparison accuracy

Transformed raw HR data into meaningful insights

92%
Increase in data accuracy and insight quality

87%
Improvement in team engagement

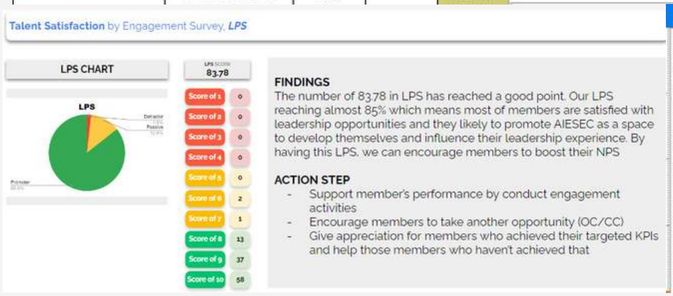
85%
Increase in training effectiveness



2.3 Education Cycle Delivery | 6.2 Team Engagement | 6.3 – Team Performance 6.4 Team Development

SECTION	Parameter	Number of Responses	Total Response	%
On the scale of 10, how **satisfied** are you with **Team Engagement** space within your team specifically?	1 - Disappointed	1	111	0.90%
	2 - Completely Dissatisfied	0		0.00%
	3 - Mostly Dissatisfied	0		0.00%
	4 - Somewhat Dissatisfied	0		0.00%
	5 - A little Dissatisfied	0		0.00%
	6 - Neutral	4		3.60%
	7 - A little Satisfied	2		1.80%
	8 - Somewhat Satisfied	20		18.02%
	9 - Mostly Satisfied	42		37.84%
	10 - Completely Satisfied	42		37.84%

CHART



Talent Satisfaction by Engagement Survey, *LPS*

LPS CHART

LPS SCORE	
83.78	
Score of 1	0
Score of 2	0
Score of 3	0
Score of 4	0
Score of 5	0
Score of 6	2
Score of 7	1
Score of 8	13
Score of 9	37
Score of 10	58

FINDINGS
The number of 83.78 in LPS has reached a good point. Our LPS reaching almost 85% which means most of members are satisfied with leadership opportunities and they likely to promote AIESEC as a space to develop themselves and influence their leadership experience. By having this LPS, we can encourage members to boost their NPS

ACTION STEP
- Support member's performance by conduct engagement activities
- Encourage members to take another opportunity (OC/CC)
- Give appreciation for members who achieved their targeted KPIs and help those members who haven't achieved that

Volunteer and Event

PSSI (ASEAN U17 Championship)

Guest Relation Officer

BBW (Big Bad Wolf) International Book Fair

Cashier

Collaboration Project

Danone Indonesia x AIESEC in Indonesia

GESID (Generasi Sehat Indonesia)

CSR Project initiated by Danone Indonesia

- 1400 ambassador nurtured
- 105 school programs delivered
- Achieved 1.2 mio insight reach social media GESID
- Reached 80% program participation rate

Collaboration Project

Schoters by Ruangguru x AIESEC in Surabaya

Schoters Market Crew

SWAF (Study and Work Abroad Festival) 2024, organized by Ruang Guru in collaboration with AIESEC

- 1000+ participants
- 5+ insightful speakers
- 10+ booth
- 15+ mentors
- 90% customer satisfaction

STUDY AND WORK ABROAD FESTIVAL 2024 by Ruangguru

Thank *you.*

Febrinda Galuh Kirana

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