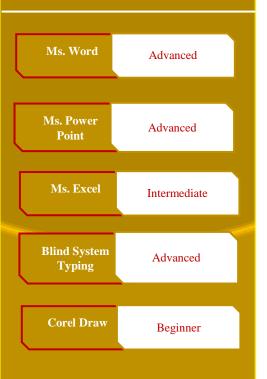


PROFILE

- ✓ Full Name
 Lafi Afifah
- ✓ GPA
 3,58 (Scale 4)
 ✓ University
- Universitas Padjadjaran (Unpad)
- ✓ Program
 Business Administration
- ✓ Place / Date of Birth
 Cianjur / May 28th 1996
- ✓ Adress
 Kp. Cikaret Gg Haji Amin
 Rt.03/Rw.01 Kelurahan Sawah
 Gede Kec. Cianjur
- ✓ Mobile Phone
 0812 2365 1565
- ✓ Email
 Lafi.afifah@gmail.com

TECHNICAL SKILLS



Lafi Afifah

) INTERNSHIP

PT ANGKASA PURA II Commercial Intern

- ✓ Handling Administration such as incoming letters and telephone, Checking contract documents, monitoring and filling document, updating administrative system, approving concepts, upgrading database
- \checkmark Monitor and ensure that business partner reports are submitted daily and approve business partner reports
- ✓ Contract Process (Making a business study from AP 2, negotiating agreements with partners, handling contract administration such as making work permits, and propose a draft contract to managers and senior managers for review and signature, conduct operational feasibility surveys for new business partners, compile and re-examine contract administration documents for the contract process to Legal division

DINAS PERPAJAKAN KAB. CIANJUR

Tax Development Potential

Recapitulate of incoming letters, recording nominal tax payments, Inputting local tax, filling reports & realization of local revenue (PAD), recapitulating the value of regional tax revenue

) EDUCATION

PADJADJARAN UNIVERSITY Business Administration

GPA 3.58 (Scale 4)

Marketing consentration with the undergraduate thesis about "The Impact of Customer Engagement Social Media towards Brand Loyalty on Indosat Ooredoo"

SMK NEGERI 1 CIANJUR

Office Administration

The Competencies Certified by ISI (Indonesian Association of Secretaries and Administrative Professionals)

) PROJECT EXPERIENCED

CYRUS NETWORK

Surveyor

Conduct a surveys on public opinion related to political issues ahead of the 2019 general election in the South Bogor region

CYRUS NETWORK & CSIS

Admin Surveyor District 2

Coordinate, collect data, and contribute to the quick calculation of the 2019 election in the West Java electoral district 2

2019 May - Nov

2013 March - June

2015 - 2019

2011 - 2014

2019

April

LANGUAGES SKILLS



PERSONAL SKILLS



REFFERENCE

Granito Wahyu

AVP Of Non Aeronautical Performance Phone : (+62) 812 8928 6089 Granito.wahyu@Angkasapura2.co.id

📥 Ivandry Rahmat Satriawan

Non Aeronautical Policy Senior Officer Phone : (+62) 878 8743 4864 Rahmat.satriawan@Angkasapura2.co.id

📩 Mego Setyo

Assistant Manager Retail Phone : (+62) 812 9112 1113 Mego.setyo@Angkasapura2.co.id

2017 – 2018
2016 - 2017
2016 - 2017
2015 - 2017
2015 - 2017

2017

2017-2018

2017

2017

2016

2016

2018

2017

2017

ORGANIZATION

Secretary Adkesma Departement BEM FISIP Universitas Padjadjaran Secretary General Kulawarga Mahasiswa Cianjur Universitas Padjadjaran (KWACI Unpad) Staff Human Resources Protocoler FISIP Unpad Staff Public Relationship Departement Himabis FISIP Unpad Staff Media and Publication Kulawarga Mahasiswa Cianjur Universitas Padjadjaran (KWACI Unpad)

Coordinator Human Relations
Career Days Himabis FISIP Unpad
Project Officer
Family Gathering Himabis FISIP Unpad
Coordinator Human Relations
Profesio PFU FISIP Unpad
Secretary of Try Out Division
Cianjur Grand University Days (CGUD)
Student Mentor
Profit (Program Fusi Interaksi) Himabis FISIP Unpad
Human Relations & Liasion Officer
Bisnis futurology camp

) PUBLIC SPEAKING

Master of Ceremonies
Seminar Pentingnya Edukasi Dan Literasi Dunia Investasi
Master of Ceremonies
Seminar Hasil Riset dan Launching Pemutaran Film
"Documentary Think Lepsory Now Campaign"
Master of Ceremonies
Campus of Leader

) Competition

PKM Gagasan Tertulis – Walking Rubish Direktorat Jendral Pendidikan Tinggi PKM Kewirausahaan - " Kumis Kucing" (Kursi Minimalis, Kreatif, Dan Unik Hasil Recycling) Overcoming the Problem of Waste into A Value Products) Direktorat Jendral Pendidikan Tinggi

Training

Siap Digital (Digital Guide, Google For Business, Tips Effective Website, Introducing SEO & SEM) Gapura Digital Google Excellent of Protocoler PFU FISIP Unpad Wonder Business Woman (Optimization of Instagram and Facebook) P3R ITB

2017

2017

2017

2017

2018