



# Lafi Afifah

Bachelor of Business Administration

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## PROFILE

- ✓ **Full Name**  
Lafi Afifah
- ✓ **GPA**  
3,58 (Scale 4)
- ✓ **University**  
Universitas Padjadjaran (Unpad)
- ✓ **Program**  
Business Administration
- ✓ **Place / Date of Birth**  
Cianjur / May 28<sup>th</sup> 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

Ms. Word **Advanced**

Ms. Power Point **Advanced**

Ms. Excel **Intermediate**

Blind System Typing **Advanced**

Corel Draw **Beginner**



## INTERNSHIP

### PT ANGKASA PURA II

#### Commercial Intern

2019  
May - Nov

- ✓ Handling Administration such as incoming letters and telephone, Checking contract documents, monitoring and filling document, updating administrative system, approving concepts, upgrading database
- ✓ 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

2013  
March - June

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

2015 - 2019

GPA 3.58 (Scale 4)

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

2011 - 2014

### SMK NEGERI 1 CIANJUR

#### Office Administration

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



## PROJECT EXPERIENCED

### CYRUS NETWORK

#### Surveyor

2019  
April

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

## LANGUAGES SKILLS

English

**Toefl Score 477**  
**LPKA Wahana Cendekia Bandung**

Indonesian

Fluent

## PERSONAL SKILLS

Team Work

Intermediate

Public Speaking

Beginner

Adaption

Intermediate

Communication

Intermediate

Leadership

Intermediate

## REFERENCE

 **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



## ORGANIZATION

2017 – 2018

**Secretary Adkesma Departement**

BEM FISIP Universitas Padjadjaran

2016 - 2017

**Secretary General**

Kulawarga Mahasiswa Cianjur Universitas Padjadjaran  
(KWACI Unpad)

2016 - 2017

**Staff Human Resources**

Protocoler FISIP Unpad

2015 - 2017

**Staff Public Relationship Departement**

Himabis FISIP Unpad

2015 - 2017

**Staff Media and Publication**

Kulawarga Mahasiswa Cianjur Universitas Padjadjaran  
(KWACI Unpad)



## COMMITTEE

2017

**Coordinator Human Relations**

Career Days Himabis FISIP Unpad

2017-2018

**Project Officer**

Family Gathering Himabis FISIP Unpad

2017

**Coordinator Human Relations**

Profesio PFU FISIP Unpad

2017

**Secretary of Try Out Division**

Cianjur Grand University Days (CGUD)

2016

**Student Mentor**

Profit (Program Fusi Interaksi) Himabis FISIP Unpad

2016

**Human Relations & Liasion Officer**

Bisnis futurology camp



## PUBLIC SPEAKING

2018

**Master of Ceremonies**

Seminar Pentingnya Edukasi Dan Literasi Dunia Investasi

2017

**Master of Ceremonies**

Seminar Hasil Riset dan Launching Pemutaran Film  
"Documentary Think Lepsory Now Campaign"

2017

**Master of Ceremonies**

Campus of Leader



## Competition

2017

**PKM Gagasan Tertulis – Walking Rubish**

Direktorat Jendral Pendidikan Tinggi

2018

**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

2017

**Siap Digital (Digital Guide, Google For Business, Tips Effective Website, Introducing SEO & SEM)**

Gapura Digital Google

2017

**Excellent of Protocoler**

PFU FISIP Unpad

2017

**Wonder Business Woman (Optimization of Instagram and Facebook)**

P3R ITB