



**RIFQO SEPTIANUGRAHA**

Bandung, 23 Sept 1998

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Bandung, West Java, Indonesia, 40191

## RESUME OBJECTIVE

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Rifqo is a freshgraduate from S-1 **Public Administration** at **State Islamic University ( UIN ) Bandung** with a organizational project experiences, he considers himself as a confident , easy going and enjoying new things . easy to adapt into a new environment . He is interest in Administration, Teamwork, Organized and reliable.

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## EDUCATION

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**UIN Sunan Gunung Djati Bandung/ Public Administration/ 3.52** **2017-2021**

## SKILLS

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Microsoft Office, Management Documen, Problem Solving, Organized ,Fast Learner

## WORKEXPERIENCES

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**KANTOR KELURAHAN CIGADUNG/MAGANG/Assistant Kasi Kesejahteraan Sosial** **Feb-June 2021**

- Report Program
- Activity document archive

**PT.JASA MARGA/ TOL CILEUNYI/DAILY WORKERS** **May-June 2018**

- Helping the Work of the toll gate staff
- Activity Report

**TRAGEN FOOTWEAR/WAREHOUSE STAFF** **June 2016 – Agust 2017**

- Responsible for the stock of sales item
- Stock Of Name
- Helping product sales
- Responsible for Product resellers

**GIANTFLAMES/WAREHOUSE STAFF** **March-June 2016**

- Responsible for the stock of sales item
- Stock Of Name

## ORGANIZATIONALEXPERIENCE

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**GENERAL TREASURER/KARANG TARUNA KELURAHAN CIGADUNG**  
**2019-2021**

- Reports organizational financial
- Financially responsible
- Prepare budget cost organizational
- Report activity program

**HEAD OF SPORT DEPARTEMENT/HMJ ADMINISTRASI PUBLIK FISIP UIN SUNAN GUNUNG DJATI  
2020-2021**

- Create a work program
- Responsible work program
- Make Program Evaluation
- Developing the potential of students in the field of sports

**GENERAL SECRETARY/KELOMPOK PARIWISATA KECAMATAN CIBEUYING KALER  
2018-2020**

- Report activity program
- Activity document archive
- Manage document

**SPORTS DEPARTEMENT STAFF/HMJ ADMINISTRASI PUBLIK FISIP UIN SUNAN GUDUNG DJATI  
2019-2020**

- Report activity program
- Responsible work program

**COMMITEEXPERIENCES**

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**HEAD OF BULAN BAKTI KARANG TARUNA TINGKAT KELURAHAN**

Karang Taruna Kelurahan Cigadung | Sept – Oktober 2019

**HEAD OFM SECURITY DIVISION , MILANGKALA FESTIVAL ADMINISTRASI PUBLIK 12**

HMJ Administrasi Publik FISIP UIN Sunan Gunung Djati Bandung | Desember 2019

**HEAD OF EVENT DIVISION, FESTIVAL BUDAYA KELURAHAN CIGADUNG**

Kelompok Pariwisata Kecamatan Cibeunying Kaler | Sept-October 2019