

LATIFFA QUEEN AZZAHRA BASUKI

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SUMMARY

Student focused in business, management, marketing, and related support services from ESQ Business School. Skilled in operations management, communication, administration, team building, public speaking, human development, self development, and english.

PROFESSIONAL EXPERIENCE

NOV 2022 – PRESENT

ASSISTANT PROJECT MANAGER TO SECOND GENERATION PROGRAM, ESQ BUSINESS SCHOOL

Supporting Project Manager in the academic field, I join the class to help teaching activities, and also active in managing social media accounts (Instagram, Telegram, and Email).

JUN 2022 – SEPT 2022

ONLINE ASSISTANT TRAINER, ESQ BUSINESS SCHOOL

Supporting a trainer to develop knowledge and understanding of the role of every human being matery of the training that carried out was delivered through matery, games, two-way discussion, and sharing for participants.

AUG 8TH 2022 – AUG 14TH 2022

ASSISTANT INTERN TO VICE PRESIDENT, ESQ GROUP

This one week internship program was held by campus student affairs and as an assistant to vice president I learned how a leader leads a company, problem solving, and creating targets every day.

FEB 2022 – JUL 2022

BUSINESS EXECUTIVE INTERN, PT CITI ASIA INTERNATIONAL

As a business executive I analyze the target market, contact the database, product presentation, negotiation and dealing with 3 clients.

EDUCATION

SEP 2019 – (EXP.) 2023

BACHELOR'S DEGREE, ESQ BUSINESS SCHOOL

- ✚ 7th semester focused in Management with GPA 3.77
- ✚ Get an award as "1st Most Inspiring Student Award" ESQBS 2021
- ✚ Active in student organizations as Secretary General of BEM ESQBS 2021/2022
- ✚ Active in student organization as Staff Secretary General of BEM ESQBS 2020/2021

JUL 2016 – JUL 2019

HIGH SCHOOL DEGREE, SEKOLAH MENENGAH ATAS DARUL HIKAM BANDUNG

- ✚ Focused in Science Major
- ✚ Active in student organizations as Vice Chairman of OSIS 2017/2018

- ✚ Active in student organizations as Head of Public Relation of OSIS 2016/2017

COMMITTEE EXPERIENCE

DEC 2021

EVENT MANAGER, DIES NATALIS ESQ BUSINESS SCHOOL 9TH

Responsible for Controlling the Movement of All Divisions and the Achievement of Their Targets.

OCT 2021

EVENT DIVISION, PASAR LOKAL 2021

- ✚ Responsible for Drafting the Overall Concept of the Event
 - ✚ Talkshow Moderator with Founder PT Paragon, “From Zero to Hero: How to Make Your Business Sustain”

SEPT 2021

DISCIPLINARY, BASIC ORGANIZATION AND LEADERSHIP TRAINING ESQBS

- ✚ Responsible for making rules and controlling the rule points of each group
- ✚ Speaker of “Berorganisasi di Tengah Pandemi” Session

AUG 2020

LICENSING, BASIC ORGANIZATION AND LEADERSHIP TRAINING ESQBS

- ✚ Responsible for making permission letter for committee movement access such as room access, goods access, etc.
 - ✚ “Young Talk: Preparing College Students amidst Industrial Revolution 4.0” Session Moderator
 - ✚ “Kiprah Generasi Z Dalam Mengimplementasikan Nilai Kepahlawanan Di Era Pandemi” Session Moderator

BUSINESS EXPERIENCE

JUL 2021 - PRESENT

CO-FOUNDER & FINANCE, TRI SAPPHIRE

@tri.sapphire | Fashion Business Manufacturing

NOV 2020 - PRESENT

FOUNDER & OWNER, TIFFA NATURALS

@tiffa.naturals | Organic Soap Business Manufacturing

FEB 2020 - PRESENT

OWNER, SYAR’I COLLECTION

@sya.ricollection | Reseller of Muslim Robe and Prayer Tool

OTHER SKILLS

- ✚ Document Preparation: Microsoft Office, Google Apps
- ✚ Public Speaking
- ✚ Interests: Self Development, Business Development, Strategy
- ✚ Hobbies: Writing, moviegoing, journals