



RAHMA 'AZIZA LATHIFATULQOLBI

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SUMMARY

Hai! I am Rahma 'Aziza Lathifatul Qolbi, Fresh Graduate student of Islamic Economics, Tazkia Islamic Institute, Bogor batch 2019. I am Highly Interested and eager to learn more with public speaking, development, design, Relevant coursework in Ekonomi Digital, Sharia Financial Technology Innovation, Digital Business Planning and Strategy, E-Commerce, Industrial Economy, Information Economy, Digital Market and Halal Industry.

I am looking for opportunities to be able to contribute further, apply the knowledge and interest that I have. I believe that knowledge alone is not enough to have an impact on the progress of the Indonesian sharia economy, but we also need good performance, togetherness in action so that it can meet the needs of all groups. I am also actively seeking knowledge about economics, business, entrepreneurship and have good relations with other people in several organizations and communities such as Gerakan Ahli Sedekah, KSEI Progres, Inkubator Bisnis Tazkia and IMCONNECT Indonesia.

EDUCATION

Institut Agama Islam Tazkia

Sentul, Bogor

Bachelor of Islamic Economics GPA 3.53

2019 - 2023

- Top 10 Business Proposal in Youth Entrepreneurship Course by KEMENPORA, winning a 10 million rupiah funding for the "Local Chicken Breeding and Crossbreeding (JOOPER Chicken)" 2022
- Business Proposal "OPAY" in the Progres Champion Bootcamp 2021
- Top 5 Scientific Writing (Business Plan Proposal) in National Scientific Meeting "MONANCE" by KSEI, Faculty of Economics and Business, Diponegoro University 2021
- Favorite Creative Video Award, HMI Faculty of Engineering USU 2020
- 1st Place in Comic Competition "Wisdom Behind Covid-19," LDK Al Iqtishod 2020
- Online Public Speaking Training (TOPS) with LDP Training 2020
- Best Student of Class 2019, Tazkia Plus 2020
- 1st Place in 1 Juz Category for Tahfidz and Islamic Quiz, Tazkia Plus 2020
- English Language Mentor, Tazkia Matriculation Campus 2019/2020
- Arabic Language Mentor, Tazkia Matriculation Campus 2019/2020
- 2nd Place Group Inspiration Video, Tazkia Got Talent 2019

SKILL

Team Work | Managing Time | Administration | Leadership | PR Writing | Design Graphics | Public Speaking
Project Management | Social Media Management | Content Marketing | CRM (Customer Relationship Management)

WORK EXPERIENCE

New Student Admission Selection (SPMB) at Tazkia Institute

Sentul, Bogor

Telemarketing Staff

May 2023 – Sept 2024

- In charge of inbound public service, customer service especially from prospective students and parents via WhatsApp or phone calls.
- Followed up with over 7,000 prospective students who had completed re-registration to ensure the smooth process of admission and to answer any questions that might arise, ensuring they received the necessary information.
- Distributed information related to Seleksi Penerimaan Mahasiswa Baru (SPMB) at Tazkia Institute, promoting the institute and increasing its visibility among prospective students and the general public.
- Prepared reports on telemarketing activities, follow-up results, and promotion effectiveness to assist in evaluating and improving strategies.
- Successfully recruited 100 students within 3 months of work, with a total of 503 students enrolling for the 2023/2024 academic year.

Tazkia Business Incubator

Riset and Education

Sentul, Bogor

Sept 2021 – Oct 2023

- Participated in all activities in the Relations and Marketing division.
- Served as event organizer for KEMENPORA Student Class on September 30, 2021, managing event logistics and coordination.
- Organized and managed activities for business members, including planning and executing programs.
- Served as Secretariat for the 2022 Youth Entrepreneurship Class, ensuring smooth administration and documentation.
- Wrote press release for the StartUp Talk event on September 19, 2022, focusing on creating engaging and informative content.
- Acted as Treasurer, preparing the Budget Plan and managing finances for the youth entrepreneurship class program with KEMENPORA on October 12, 2022.
- Served on the Competency Certification Committee for BNSP UMKM Assistance, January 24, 25, and 30, 2023.

Fajar Dunia PPDB

PPDB Team

Cileungsi, Bogor

Jul 2018 – Jul 2019

- Welcomed and assisted guests, parents, and prospective students during their visits to the institution, providing friendly and informative support at the reception area.
- Conducted surveys and tours of the dormitory facilities for prospective students and their families to familiarize them with living conditions and campus life.
- Assisted in the registration process for new students, ensuring all necessary documents were collected and all administrative procedures were followed.
- Followed up with and contacted prospective students and their families via phone to offer support, answer questions, and provide essential information on the admission process.
- Provided clear and effective customer service, helping resolve inquiries and building strong relationships with families and prospective students.

ORGANIZATIONAL EXPERIENCE

TSMART - HIMPUNAN MAHASISWA EKONOMI SYARIAH SEKRETARIAT

Smart Development Division

Sentul, Bogor

Sept 2020- August 2022

- Implemented an administrative system to manage and organize documents for the SMART Development Division's activities effectively.
- Assisted the Secretary of the Association in preparing accountability reports and internal collaboration with the Treasurer to ensure reports were completed accurately and on time.
- Actively participated as a committee member and event organizer for various TSMART events, with roles as MC, Liaison Officer (LO), receptionist, and in charge of catering.

KSEI PROGRES

Press and Publication Staff

Sentul, Bogor

April 2021 - June 2022

- Incharge in documenter and design team with successfully handled 30 design in one periode
- Content graphic designer for the PROGRES social media and already made 10 postingan in carousel or single post format.
- Coordinated with event teams, public relations, and other teams at KSEI to ensure alignment between communication, publication, and documentation efforts.
- Developed and implemented new ideas to improve how information was communicated to members and the public.

PROFICIENT TOOLS

Microsoft Office Suite| Canva | Kinemaster | Document Management systems | Inshot | Sructural Equation Modelling

LANGUAGE

Indonesia | English | Javanese

PENGHARGAAN

Youth Entrepreneurship KEMENPORA

Top 10 Business Proposals in the Youth Entrepreneurship Course by KEMENPORA, successfully receiving funding of IDR 10 million for the project

Jakarta

May 2021 - May 2023

Temu Ilmiah Nasional

Top 5 Business Proposals in the National Scientific Meeting with the title "MONANCE" at Diponegoro University.

Sentul, Bogor

26 July 2021

Final Project Research Scholarship Recipient

BANK INDONESIA INSTITUTE

Thesis Title: "Analysis of Factors Influencing Panic Buying Behavior in the Digital Era."

Sentul, Bogor

2023

The Most Active Student

Tazkia Plus

Sentul, Bogor

CERTIFICATION

Ahmad Dahlan English Proficiency Test (ADEPT)

Ahmad Dahlan Language Center

Listening Comprehension (70), Structure & Written Expression(75), Reading Comprehension(92) Total : 535

14 June 2024

Microsoft Office for Employess

PT Darmawangsa Sangga Amerta | Digitalskillarea • 0905/DSA/MOP/052024

A pleasant learning experience with certifications in Excel for Beginners, Intermediate, Advanced, Excel Data Analyst, and PowerPoint.

May 2024

Competency Certificate

National Agency for Professional Certification • 70209 2421 4 0022549 2023

Certification in Micro, Small, and Medium Enterprises (MSME) Assistance, Monitoring for Micro, SMEs. Junior MSME Consultant.

Feb 2023

ACCESS THE CREDENTIALS

Achievements drive.google.com/drive/folders/1-d2tWYtFvfq1v7HidjPO9aIOS0MJ-Pcc?usp=drive_link

Portofolio drive.google.com/drive/folders/1mOkzWgFesq55K9YDezUIJR4JZvsoSyqS?usp=sharing

