



# NADIFA ULAYYA KUMORATIH



## MORE ABOUT ME

Fresh graduate of Psychology Major, Universitas Indonesia. I have a broad experiences in team work and posses good communication skill due to the demands of group projects and assignments. I'm also well exposed to work in diverse environment due to my internship experiences. I am seeking for opportunities to enhance my soft skills and apply my current abilities and skill for continuous improvement.

## CONTACT DETAILS

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## MAIN INTERESTS & HOBBIES

- Volunteering or involving in some social work
- Participating in wide range events
- Reading fantasy and non-fiction novels
- Listening to music and watching various movies

## SKILLS AND ABILITIES

- Good oral and written communication skill in Bahasa Indonesia and English
- Excellent in working individually and in a team
- Capable of coordinating and managing event or people
- Able to work under pressure
- Good skill with Microsoft Office (Word, Excel, PowerPoint)

## EDUCATIONAL BACKGROUND

### Al-Falaah Islamic Elementary School

2005-2011

### SMP N 3 Tangerang Selatan (Junior High School)

2011-2014

### SMA N 1 Tangerang Selatan (Senior High School)

2014-2017

### Faculty of Psychology Universitas Indonesia

2017-2021 (GPA 3,49)

## ORGANIZATIONAL AND OTHER EXPRIENCES

### KAMABA PSYCHOLOGY UI 2018 (MENTOR DIVISION)

JULY-AUGUST 2018

- Monitoring new student activities throughout the orientation period.
- Provide mentoring to the new students.
- Appraising and evaluating tasks given to new students.

### SCHOTERS INTERNSHIP PROGRAM (ACADEMIC DEVELOPER)

JULY-AUGUST 2019

- Assisting in IELTS syllabus design.
- Making and arranging questions for IELTS practice books.
- Accompany and provide opinion in tutor interview and micro-teaching.

### LANGUAGE CLASS PSYK UI 2019 (VICE COOR)

2019/2020

- Coordinating with secretary regarding the availability of the class.
- Providing information regarding weekly class activities to the students
- Monitoring all class activities.

### CORE MANAGEMENT OF FORKOMA UI BANTEN (INT TREASURER)

2019/2020

- Managing all financial matters for every department.
- Managing all fundraising events.
- Monitoring every financial related matters and creating monthly financial reports.

### GODREJ CONSUMER PRODUCTS LIMITED INTERNSHIP PROGRAM (HUMAN RESOURCES)

JULY-AUGUST 2020

- Assisting in talent acquisition program for new joiner.
- Assisting in performance management arrangement.
- Assisting learning and development section for Training materials.

### YUMMY CORP INTERNSHIP PROGRAM (HUMAN CAPITAL)

DECEMBER 2020 - MAY 2021

- Analyzing employees turn over reasons.
- Performing exit interviews for employees leaving the company.
- Involve in the making of job description analysis.