

MUHAMMAD TSAQIF NURZUHDI SALEH



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Bekasi, West Java

Motivated undergraduate student in Management with a concentration in Finance, currently in the 5th semester. Strong interest in finance, accounting, and taxation, supported by academic knowledge and practical involvement in organizational activities. Experienced in teamwork, effective communication, and problem-solving through active participation in student organizations. Eager to apply financial knowledge and interpersonal skills in a professional environment to contribute to organizational success.

EDUCATION

State University of Jakarta – Jakarta, Indonesia
Undergraduate in Management | 3.84/4 GPA

Aug 2023 – Aug 2027 (Expected)

SMA Negeri 91 Jakarta – Jakarta, Indonesia
Senior High in Social Science

Jul 2020 – May 2023

INTERNSHIP EXPERIENCE

PT Viena Trans Mandiri – Jakarta, Indonesia
Administration Staff

Mar 2023 – Jul 2023

- Entered and updated 50+ job data in the company's internal application system to ensure accuracy and efficiency.
- Prepared and processed financial documents including invoices and purchase orders.
- Communicated with clients to address services requests, negotiate offers, and maintain positive relationships.
- Recorded and organized 100+ financial transactions using Microsoft Excel for reporting and tracking purposes.

ORGANIZATIONAL

HIMA Manajemen FEB UNJ – Jakarta, Indonesia
Advocate Manager

Mar 2025 – Present

- Oversaw and managed all program and non-program initiatives of the Legal (Advocacy) Division to ensure successful implementation.
- Monitored the performance and development of division staff, providing guidance and support to achieve organizational goals.
- Advised staff on challenges faced during program execution and offered constructive feedback for improvement.
- Ensured active collaboration and coordination within the division and with external stakeholders to strengthen organizational impact.

Galeri Investasi Bursa Efek Indonesia FEB UNJ – Jakarta, Indonesia
External Representative

Feb 2025 – Present

- Assisted the head of the organization in managing the External Division, overseeing the Media Creative and Marketing & Public Relations teams.

- Coordinated and collaborated with the organization's partner, BNI Sekuritas, regarding various events and joint activities.
- Supervised and ensured the smooth execution of organizational events conducted in collaboration with external partners.

HIMA Manajemen FEB UNJ – Jakarta, Indonesia

Mar 2024 – Feb 2025

Advocate Staff

- Executed both program and non-program initiatives of the Legal (Advocacy) Division successfully, meeting established targets.
- Assisted in resolving academic issues within the Management study program to support student needs.
- Facilitated the delivery of student aspirations, feedback, and recommendations to the university bureaucracy.
- Organized and conducted a webinar in collaboration with the Head/Coordinator of the study program to educate new students about the Management program.

Galeri Investasi Bursa Efek Indonesia FEB UNJ – Jakarta, Indonesia

Jan 2024 – Dec 2024

Research and Development Staff

- Conducted in-depth daily research on stock exchanges and the latest market news to support informed decision-making.
- Delivered 3+ stock recommendations for weekly trading plans shared via Instagram and KSPM UNJ community groups.
- Provided educational sessions as a speaker for GIBEI FE UNJ members and FE UNJ students through live teaching sessions titled “Educlass.”
- Researched and analyzed listed companies by comparing strengths and weaknesses using both fundamental and technical analysis.

COMMITTEE EXPERIENCE

Sekolah Pasar Modal Level 1 GIBEI FEB UNJ – Jakarta, Indonesia

Oct 2025 – Nov 2025

Project Officer

- Coordinated the overall planning and execution of the event.
- Managed communication with internal committees, participants, IDX and BNI Securities representatives.
- Oversaw logistics, registration up to 70+ participants, and technical preparation to ensure a smooth event flow.
- Supported event-day operations and ensured all materials and activities ran as planned.

Ask The Manger – Jakarta, Indonesia

Nov 2024 – Dec 2024

Project Officer

- Designed and developed the entire event concept, including theme, timeline, proposal, and rundown.
- Led, coordinated, and supervised all divisions to ensure smooth execution of the program.
- Successfully attracted and engaged 400+ participants from the Management study program.

Pelatihan Kepemimpinan Mahasiswa Prodi Rumpun

Oct 2024 – Nov 2024

Manajemen FEB UNJ – Jakarta , Indonesia

Treasurer

- Prepared and managed the event budget, ensuring allocation accuracy for all program needs.
- Recorded and organized 100+ financial transactions before, during, and after the event.
- Assisted in preparing the financial accountability report for an event attended by 500+ participants.

FEB Scholarship BEM FEB UNJ – Jakarta, Indonesia

Sep 2024 – Nov 2024

Secretary

- Drafted 20+ official documents to support event requirements and administrative processes.
- Coordinated with the Project Officer and Treasurer in preparing the event proposal.
- Compiled the event accountability report with 50+ supporting documents.
- Prepared and managed attendance records for 250+ participants and committee members.

SKILLS

Soft Skills

- Advanced organizational ability: Skilled in structuring, planning, and coordinating multiple activities with precision.
- Effective communication: Capable of delivering clear, concise, and persuasive messages in both verbal and written forms.
- Collaborative teamwork: Experienced in working with diverse groups, fostering cooperation, and achieving common goals.

Hard Skills

- Proficient in Microsoft Word: Skilled in creating, formatting, and editing professional documents, reports, and presentations.
- Advanced Microsoft Excel: Experienced in utilizing advanced formulas, data analysis tools, and complex spreadsheet functions.