



MUHAMMAD FARIS

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Kelapa Gading, North Jakarta

Undergraduate student in Management with Finance concentration, currently in the 5th semester. Have an interest in finance and accounting while supported by academic knowledge. Experienced in leadership, teamwork activity, communication, and problem-solving through active participation in various student organizations. Eager to apply financial knowledge and interpersonal skills in a professional environment with the motivation to contribute to organizational success

Education

State University Of Jakarta - Jakarta, Indonesia

Aug 2023 - Aug 2027 (Expected)

Undergraduate In Management | 3.84/4 GPA

SMA Negeri 30 Jakarta - Jakarta, Indonesia

Jul 2020 - May 2023

Senior High in Social Science

Work Experience

Freelance Designer and Video Editor - Jakarta, Indonesia

Mar 2023 - Jul 2023

- Editing Videos in the form of Instagram Reels related to International Scholarship Information
- Designing Video Thumbnails related to edited Instagram Reels
- Communicate with clients to address service requests and requirement
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Committee Experience

Kuliah Kerja Lapangan Prodi Manajemen 2025 - Jakarta, Indonesia

Nov 2025

Treasury

- Created budget planning using Spreadsheets
- Recap of participant payments using Spreadsheets

Manajemen Mengabdi - Jakarta, Indonesia

Apr 2024 - May 2024

Event Vice-Coordinator

- Assisted in coordinating, and supervised the Event Division to ensure smooth execution of the established plan.
- Successful in executing the established event plan for the 2024 Manajemen Mengabdi.

Pengenalan Kehidupan Kampus bagi Mahasiswa Prodi Rumpun

Jul 2024 - Aug 2024

Manajemen FEB UNJ (PKKMB Prodi Rumpun Manajemen 2024) Jakarta, Indonesia

HPD (Public Relations, Publication, and Documentation) Staff

- Created the Logo and Mascot of PKKMB Prodi Rumpun Manajemen 2024
- Act as a Field Photographer during the event.

- Prepared all the equipment and supplies needed for the event.
- Prepared the transportation to get to the event venue.
- Managed the consumption for all the organization Member during the event.
- Ensuring active collaboration and communication within the division, the entire committee, and the external to ensure the success of the event.

Organizational

- Oversaw and managed all non-program activities of the Public Relation Division to ensure successful implementation.
- Monitored the activity, performance , and development of the staff to achieve organizational goals.
- Providing guidance to the Public Relation Division staff regarding their Jobdesk.
- Advised staff on challenges faced during organization program and offered constructive feedback for their own improvement.
- Ensured active collaboration and coordination within the division, the whole organization and externals to strengthen organizational impact.

- Execute non-program initiatives of the Public Relations Division successfully and reach the established targets.
- Assisted in matters of publication regarding any information within the Management study program to support student needs.
- Creating design for publications related to program initiative and/or university information.

- Created weekly design regarding stock information, webinar, and news provided by the Research and Development Division.
- Assisted in video editing regarding social media content created by the Marketing & Public Relations Division.

Skills

Soft Skills

- Advanced organizational ability: Skilled in planning, structuring, and coordinating multiple activities with precision.
- Communication: Had the ability for delivering clear, concise, and persuasive messages in forms of verbal and written information.
- Collaborative teamwork: Experienced in working with diverse groups, in order to achieve common goals.

Hard Skills

- Microsoft Word: Had the ability in creating, formatting, and editing a professional documents, reports, and presentations.
- Microsoft Excel: Had the ability in utilizing basic formulas, data analysis tools, and spreadsheet functions.
- Figma: Experienced in creating and editing a professional design..