

HIMAYATUL FITRI NAILA

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Jl. Kav, Jl. Sei Pancur Blk. H No.15, RT.02/RW.01, Tj. Piayu, Kec. Sei Beduk, Kota Batam,

Education Level

UIN Sunan Gunung Djati - Bandung

Sep 2018 - Feb 2023

Bachelor of English education, 3.21/4.00

Work Experiences

Visual Hore - Batam

Feb 2023 - Present

Script Writer

- Conducted a project in collaboration with the police public relations division on creating comic scripts.
- Evaluating through feedback given through new themes.
- Creating comic scripts following the goals and vision, and mission of the police public relations division.
- Creating scripts under the weekly targets that have been set.

PT. TDK Electronic Indonesia - Batam

Sep 2023 - Sep 2024

Operator

- Produce and supervise the coating machine to produce high-quality sensors.
- Ensure the best quality with predetermined target standards.
- Handling various light chemicals according to product and machine requirements.

PT. Yeakin Plastic Industries - Batam

Feb 2021 - Feb 2022

Operator

- Produce various household electronic industry subunit items under the minimum hourly target.
- Ensure products are of high quality by the requirements of each unit.
- Arrange products following the standard packaging set according to the order.

Risqi Collection - Batam

Aug 2020 - Oct 2020

Sales

- Increase overall sales of products under minimum daily targets.
- Serve customers and offer alternative services based on promos and economical packages available.
- Maintain sales stability and overall product stock availability.
- Perform daily recording and bookkeeping of all sales activities.

SDIT Ummul Qurro - Batam

Jul 2019 - Sep 2019

Intern Teacher

- Helping to improve the intelligence and skills of students with all subjects that are mandated.
- Compile evidence of performance in the classroom and report it to the supervising teacher and principal.
- Build good relationships with all parties involved such as agencies and parents.

Sajak Rindu Caffe - Batam

Dec 2020 - Jan 2021

Barista

- Produce and improve products under predetermined daily targets.
- Bookkeeping and recording of all sales and financial activities.
- Maintain product quality and supply the availability of essential ingredients for all products.

Organisational Experience

Ikatan Pelajar Putri Nahdlatul Ulama - Blitar, Jawa Timur

Aug 2016 - Jul 2017

Member of Language division

- Create daily, weekly, monthly, and annual work programs on big days.
- Design new activities to create a more educative environment.
- Run and evaluate the program monthly, aiming for the dynamic improvement of all members.
- Ensure the language program runs smoothly and works together with other divisions.

Skills

- **Soft Skills:** Able to operate Microsoft Office tools, critical thinking, have public speaking skills, can negotiate, have a leadership spirit,

able to work together both individually and in teams, responsible, initiative and innovative.