

Human Capital Division
PT Hutama Karya (Persero)
Letjen MT. Haryono St. Kav. 8, Cawang, East Jakarta. 13340
(021) 8193708 – pthk@hutamakarya.com

Dear Human Capital Division,

I am writing to express my keen interest in the QS/QC Staff at PT Hutama Karya (Persero), as informed on '*Talent Scouting Alumni Vokasi Universitas Sebelas Maret*' program. Introducing my name is Nadhifa Aqilatul Hafshoh as a recent graduate with a Diploma in Civil Engineering from Sebelas Maret University. I am excited about the prospect of contributing my skills, knowledge, and enthusiasm to esteemed this company.

Throughout my academic journey, I have maintained a GPA of 3.71/4.00, indicative of my dedication to academic excellence. Moreover, I actively engaged in practical learning experiences through two impactful project internships. These experiences equipped me with hands-on skills and an understanding of the practical application of engineering principles in real-world scenarios.

My involvement in organizational activities has honed my leadership, teamwork, and communication skills. These qualities, coupled with my academic achievements, empower me to collaborate effectively and adapt swiftly to diverse environments—a crucial aspect of excelling in today's dynamic workplaces.

I am enthusiastic about the possibility of discussing how my background, skills, and passion align with the objectives of PT Hutama Karya (Persero). CV is attached as required bellow this letter. Thankyou for your consideration and further good news is highly anticipated.

Warmest regards,
Nadhifa Aqilatul Hafshoh

NADHIFA AQILATUL HAFSHOH

Surakarta, Central Java | 0895422618547 | Nadhifaa710@gmail.com



OBJECTIVE

A highly motivated and recent Civil Engineering graduate with GPA : 3,71. A strong academic background and a passion for creating sustainable building solution. Aspiring for QS/QC Staff position where I can apply my education, technical skills, engineering software proficiency, and dedication to contribute to innovative engineering projects while further developing my expertise in fields.

EDUCATION

Sebelas Maret University

Associate's Degree of Civil Engineering, GPA : 3.71/4.00

July 2020 – July 2023

Final Project : *Construction Plan Of A Tree-Storey Student Center With Green Building Concept*

INTERNSHIP EXPERIENCES

PT. Wisnu Sejati

June 2022 – August 2022

Fulltime intern of 'Kerja Praktik' programs on Rumah Sakit Tentara Semarang construction projects as Quality Control, Board of Directors Staff, and Staff of Site Engineer.

- Maintained the detail record to daily and weekly progress reports.
- Aligned (horizontal position) and graded (vertical elevation) : *columns and stairs*.
- Measured and mapping at the construction areas.
- As a collaborator between engineers and field workers.

CV. Widwipa Karya

August 2022 – December 2022

Fulltime intern of 'Magang Industri' programs as Quality Control, Drafter, and Estimator.

- Monitored the progress of work plan on four projects : *houses, office, and warehouse*.
- Drafted the as build drawings by operating AutoCAD and SketchUp.
- Calculated the costs of structural volume and budget estimate plan for one house project.
- Checked the shop drawings and ensuring that work is carried out well.

ORGANIZATIONAL EXPERIENCES

HMDS FONDASI

January 2021 – December 2022

Staff of Interest and Talent Department (2021) and Special Staff of Secretary Department (2022)

- Developed to accommodate talents and interests in various fields for class of 2019-2021.
- Offered training classes, organize performances and competitions for 270 students.
- Facilitated the smooth operation of HMDS FONDASI 2022 by handling administratives between students, organization, and faculty administration department.

FONDASI DAYS**August 2021 – February 2023**

Staff of Creative Funding Division (2022), Leader of Finance (2023), and Volunteer of Liaison Office (2023)

- Created five project activities and successfully funding Rp. 5.000.000,-
- Led 14 staffs on two division and gained Rp. 51.000.000,- on three main sponsors.
- Coordinated and monitored the smooth operation of activities between crews and 78 participants.

SEMAR SOLID TEAM**January 2021 – December 2022**

Special Staff of Media and Communication Department

- Created contents and managed the official instagram of @semarsolidteam.
- Designed the presentation, poster and document templates of each competition teams.

AGREGAT 6.0**March 2021 – October 2022**

Mentor

- Provided guidance, support, and assistance to help all new students navigate the transition into the new environment and become acclimated to their surroundings.

HARD SKILLS

- Understand the structural design and general civil engineering science.
- Operate engineering software : *AutoCAD, Revit, SAP2000, SketchUp, and ETABS.*
- Project technical knowledge : *All instruments of work such as labour, methods, and materials tools.*
- Measurement quality control : *Performed checking on the construction projects.*
- Work management : *Managed board of directors office needs and social media.*
- Photo and video editing skills : *Coreldraw, Canva, Filmora, and Capcut.*
- English language skills : *TOEIC 775/995 (ETS, 2024).*

SOFT SKILLS

- Communicate well : Can explain and present things well for the teammates.
- Time management : Able determine the priorities.
- Problem solving skills : Liked to think critically and discussing.
- Analytical : Able to analyse data and technical design.
- Leadership : Have led teams and projects.
- Professional ethics : Adherence to the work norms and high tolerance.
- Flexibility and adaptability : Accustomed to quickly recognising the environment.
- Team skills : Have worked in several team and actively participating.



SERTIFIKAT

027/UN27.21/V24/SEKUM/XII/2021

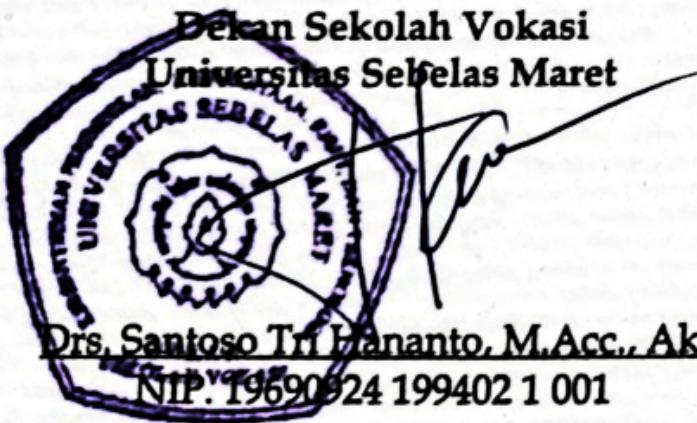
Diberikan Kepada :

Nadhifa Aqilatul Hafshoh

Bentuk Tanda Jasa Atas Pengabdian Sebagai
Staf Departemen Minat dan Bakat

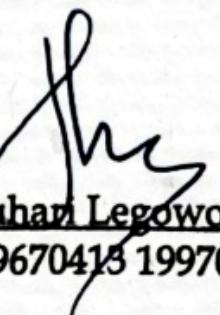
**HIMPUNAN MAHASISWA DIPLOMA SIPIL (HMDS) FONDASI 2021 KABINET RUANG CIPTA
SEKOLAH VOKASI UNIVERSITAS SEBELAS MARET**

SURAKARTA, 13 DESEMBER 2021



Drs. Santoso Tri Hananto, M.Acc., Ak.
NIP. 19690224 199402 1 001

Kepala Program Studi
D3 Teknik Sipil SV UNS


Slamet Jannah Legowo, S.T., M.T.
NIP. 19670413 199702 1 001

Pembina HMDS FONDASI
Sekolah Vokasi UNS


Widi Hartono, S.T., M.T.
NIP. 19730729 199903 1 001

Ketua HMDS FONDASI
Sekolah Vokasi UNS


Fadhil Gifari
NIM. I8719011



SERTIFIKAT

003/UN27.21/V24/SEKRETARIS/XII/2022

Diberikan Kepada :

Nadhifa Aqilatul Hafshoh

Bentuk Tanda Jasa Atas Pengabdian Sebagai

Sekretaris 1

HIMPUNAN MAHASISWA DIPLOMA SIPIL FONDASI 2022 KABINET SASANA BAKTI
SEKOLAH VOKASI UNIVERSITAS SEBELAS MARET

SURAKARTA, 14 JANUARI 2022



Drs. Santoso Tri Hananto, M.Acc., Ak.
NIP. 19690924 199402 1 001

Kepala Program Studi
D3 Teknik Sipil SV UNS

Slamet Jauhari Legowo, S.T., M.T.
NIP. 19670413 199702 1 001

Pembina HMDS FONDASI
Sekolah Vokasi UNS

Ir. Widi Hartono, S.T., M.T., IPM
NIP. 19730729 199903 1 001

Ketua HMDS FONDASI
Sekolah Vokasi UNS



Rizaq Raidhul Hisan
NIM. V4220071



Sertifikat

042/UN27.21/V24/SEMARSOLIDTEAM/II/2023

Diberikan Kepada :

Nadhifa Aqilatul Hafshoh

Bentuk tanda jasa atas pengabdiannya sebagai

Staff Divisi Medinfo

Komunitas Semar Solid Team Universitas Sebelas Maret
Periode 2022

Wakil Dekan
Akademik, Riset, dan Kemahasiswaan
Sekolah Vokasi UNS



Agus Dwi Priyanto, S.S., M.CALL
NIP.19740818 200121 001

Kepala Program Studi
D3 Teknik Sipil
Sekolah Vokasi UNS

Slamet Jauhari Legowo, S.T.,M.T.
NIP.19670413 199702 1 001

Ketua
HMDS FONDASI
Sekolah Vokasi UNS



Rizaq Faidhul Hisan
NIM. V4220071



SERTIFIKAT

757/UN27.21/V24/AKADEMIK/FONDAYS2022/III/2022

Diberikan Kepada :

NADHIFA AQILATUL HAFSHOH
Sebagai
STAFF DIVISI DANA USAHA

Pada acara Fondasi Days 2022
"Ubah Mimpi Jadi Aksi Mulai dari Sini"
yang diselenggarakan oleh HMDS FONDASI
Sekolah Vokasi Universitas Sebelas Maret
Surakarta, 12 Maret 2022



Drs. Santoso Tri Hananto, M.Acc., Ak.
NIP. 19690924 199402 1 002

KEPALA PROGRAM STUDI
D3 TEKNIK SIPIL SV UNS

Slamet Jauhari Legowo, S.T.M.T.
NIP. 19670413 199702 1 001

KETUA HMDS FONDASI
SEKOLAH VOKASI UNS

Rizaq Faidhul Hisan
NIM. V4220071

KETUA
FONDASI DAYS 2022

Muhammad Surya Baskara
NIM. I8519014



SERTIFIKAT

NOMOR : 681/UN27.21/V24/AKADEMIK/FONDASIDAYS2023/III/2023

Diberikan kepada :

NADHIFA AQILATUL HAFSHOH

Sebagai

KEPALA BIDANG KEUANGAN

Pada kegiatan **FONDASI DAYS 2023** yang bertemakan
“Bersama Kita Bisa, Buat Masa Jadi Berharga”
yang diselenggarakan oleh **HMDS FONDASI Sekolah Vokasi**
Universitas Sebelas Maret

SURAKARTA, 19 MARET 2023



DEKAN SEKOLAH VOKASI
UNIVERSITAS SEBELAS MARET

Drs. Santoso Tri Hananto, M.Acc. Ak
NIP. 19690924 199402 1 001

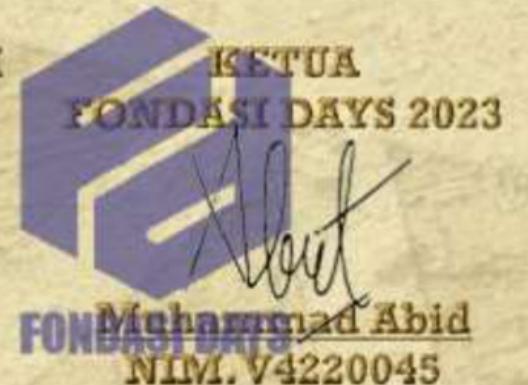
KEPALA PROGRAM STUDI
D3 TEKNIK SIPIL SV UNS

Slamet Janhari Legowo, S.T., M.T
NIP. 19670413 199702 1 001



KETUA HMDS FONDASI
SEKOLAH VOKASI UNS

Rizal Faidhul Hisan
NIM. V4220071



KETUA
FONDASI DAYS 2023

Muhammad Abid
NIM. V4220045