

# FARAH KAMILAH PUTRI

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Bekasi, Jawa Barat

I am a 8th semester student majoring in Islamic Banking who is actively involved in various organizational activities. Through organizational experiences, I have developed leadership, communication, and management skills. In addition, my internship experience has strengthened my understanding of banking services and administration. With this combination of organizational and academic experience, I am committed to continue learning and making positive contributions in the professional world.

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## **UIN Syarif Hidayatullah Jakarta**

2021 - now

*Bachelor's Degree Sharia Banking, Faculty of Economics and Business*

- GPA: 3.71
- Currently in the 8th semester with a strong focus on Islamic finance and banking principles.
- Actively involved in campus organizations.

## **SMAS PGRI 1 Bekasi**

2018-2021

*Mathematics and Science Department*

- Achieved 2nd place in the parallel ranking for Mathematics and Science.
- Awarded 2nd place in the annual school's Putri Daerah Competition.
- Actively participated in the City-level Science Olympiad for Mathematics.

## **Work Experience**

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### **Bank Syariah Indonesia KCP UIN Syarif Hidayatullah**

July - August 2024

*Customer Service Assistant*

- Assisted customers with account inquiries, product information, and basic banking services, ensuring a smooth and positive client experience.
- Supported administrative tasks, including updating customer records, processing account documentation, and handling service requests.
- Collaborated with the customer service team to maintain high-quality service standards, enhancing customer satisfaction and loyalty.

## **Organization Experience**

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### **HMPS Perbankan Syariah UIN Syarif Hidayatullah Jakarta**

2024 - now

*Vice Chairman*

- Led and coordinated team efforts in planning and executing programs that support student development in Islamic banking.
- Oversaw organizational activities and ensured alignment with HMPS's vision and mission.
- Established partnerships with internal and external organizations to enhance program quality and expand networking opportunities for students.
- Supported the preparation of administrative and financial reports to maintain transparency and accountability within the organization.

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### **IMAPSI (Ikatan Mahasiswa Perbankan Syariah Indonesia)**

2022 - 2024

*Member of Media and Information Department*

- Created and managed digital content to promote events.
- Collaborated with team members to develop strategies for effective communication and information dissemination across social media platforms.
- Assisted in designing visual materials, including posters and infographics.

**PMII KOMFEIS**

2023 - 2024

*Coordinator Secretary of the Alumni, Institutions, and Organizations Relations Bureau*

- Managed communications and relationships with alumni, organizations, and institutions to enhance collaboration and networking opportunities.
- Organized alumni events.
- Created and managed an alumni database to facilitate access to information and communication.

**HMPS Perbankan Syariah UIN Syarif Hidayatullah Jakarta**

2022 - 2023

*Member of Visual Communication Media Bureau*

- Created and managed visual content for promoting organizational activities and events, enhancing visibility and student engagement.
- Collaborated with team members to design marketing materials, such as posters, infographics, and videos, that are engaging and informative.
- Managed the organization's social media platforms to disseminate information.

**Event Experience****Women Empowerment Forum**

2023

*Coordinator of the PDD Division (Publications, Decorations, and Documentation)*

- Led the planning and execution of promotional materials and documentation for the event, ensuring clear communication of the forum's objectives and activities.
- Managed a team responsible for capturing event moments through photography and videography, producing high-quality content for promotion and documentation.
- Collaborated with other divisions to ensure seamless integration of publicity efforts, enhancing the overall visibility and success of the event.

**8th Islamic Banking Days**

2023

*Vice Treasury*

- Assisted in managing the financial aspects of the event, including budgeting, expense tracking, and financial reporting to ensure transparency and accountability.
- Collaborated with the treasurer to prepare financial statements and documentation for sponsors and stakeholders.
- Monitored expenditures and ensured compliance with budget constraints, contributing to the overall financial health of the event.

**Belajar Bersama Tentang Media (BBTM)**

2022

*Secretary*

- Documented meeting minutes, agendas, and reports to ensure effective communication and record-keeping throughout the event planning process.
- Assisted in coordinating logistics, including scheduling and resource allocation to facilitate smooth event execution.
- Maintained communication with speakers and participants to provide updates and ensure their needs were met before and during the event.

**Skills**

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|-------------------|------------------------|
| • Leadership      | • Graphic Design       |
| • Communication   | • Microsoft Word       |
| • Teamwork        | • Microsoft Excel      |
| • Time Management | • Financial Management |
| • Problem Solving | • Documentation        |