

Muhammad Haidar Yusuf

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ABOUT ME

Recent biology education graduate of Sunan Gunung Djati Bandung Islamic State University. Possesses the ability in project management, managing documents time management. Proven track record in leading successful projects and excellent communication skills, with a commitment to ensuring effective communication within the office. I am highly motivated to leverage my skills and experience at Coptera Career.

WORK EXPERIENCE

Science Teacher (October 2023 - December 2023)

Mts Miftahul Falah Bandung

- Designed and implemented interactive learning tools that increased student engagement by 20 % and improved test scores by 5 %.
- Organized and managed a class of 32 third-grade students, ensuring a positive and productive learning environment.

ORGANIZATIONAL EXPERIENCE

Leader of KKN Group 417 (July 2023 - August 2023)

Community Service Program in Kalentambo Village

- Successfully assisted village government organizations in providing services to over 50 residents resulting in a 10% increase in community engagement.
- Led the team in developing education programs on the importance of cleanliness and the empowerment of micro, small and medium enterprises, resulting in increased community awareness and understanding.
- Collaborated with the village chief and advised solutions to solve resident's problems.

Secretary Division of Cooperation, Research, and Community Service (2022 - 2023)

Biology Education Student Association

- Assisted the head division, successfully completing 90% of the work program, resulting in an increase of efficiency.
- Coordinated communication between staff and field leaders, increasing productivity and minimizing misconceptions.
- Compiling and presenting detailed reports, including summaries, insights, and actionable recommendations, to support decision making processes.

Head of Logistics and Public Relations (August 2022 - October 2022)

Basic Leadership and Training for Biology Education Students

- Developed strong leadership skills by mentoring and delegating tasks effectively.
- Accelerated the process of supplying and registering goods resulting in increased productivity efficiency.
- Managed the distribution of letters and maintained good relations, ensuring the smooth running of the event and a positive impression for the association.

Secretary (January 2022 - March 2022)

Community Service of Biology Education Student Association

- Developed and implemented a new system for organizing progression reports, improving efficiency by 5 %.
- Managed activity schedules, including meeting coordination arrangements, reducing scheduling conflicts and ensuring optimal time management.
- Responsible for filing and writing notification letters and invitation letters.

EDUCATION

Sunan Gunung Djati Bandung Islamic State University Bandung (2020-2024)

- *Bachelor of Biology Education - GPA 3,51*

Bogor State 2 Islamic High School (2017-2020)

- *Math and Science Specialization*

HARD SKILL

- | | |
|-------------------------|--|
| • Microsoft Word | • Microsoft Excel (Data Validation, Average, Vlookup, and IF Function) |
| • Microsoft Power Point | |
| • Microsoft Outlook | |

SOFT SKILL

- | | |
|-------------------|----------------|
| • Problem-solving | • Partnership |
| • Communication | • Fast-learner |
| • Teamwork | |

LANGUAGE

- Bahasa – Native
- English – Intermediate