

# MUHAMMAD HANIF FAUZI

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Tangerang Selatan

A graduate in Islamic Family Law with expertise in business operations, administrative management, and customer service. Skilled in communication, teamwork, and time management. Committed to continuous learning to enhance skills and contribute effectively to the growth and success of the company.

## Work Experiences

**Oh My Milk! - Depok** Jun 2021 - Jan 2022

*Procurement Division*

Oh My Milk! is a startup in the F&B industry. It specializes in healthy, milk-based beverages and related products.

- Managing the procurement process for raw materials, including price negotiations, supplier selection, and drafting purchase agreements.
- Regularly monitoring stock availability to prevent inventory shortages.

**Painan Indonesia - Tangerang Selatan** Dec 2020 - Jun 2021

*Internship*

Painan Indonesia is a startup operating in the F&B industry, specializing in traditional food products reinvented to suit modern tastes and various other culinary offerings.

- Providing friendly customer service, including taking orders and delivering food.
- Operating the cash register, recording sales transactions, and handling payments with accuracy.
- Assisting with product inventory checks and reporting any stock shortages.

## Education

**STDI Imam Syafi'i Jember - Jember, Indonesia** Sep 2020 - Sep 2024

*Bachelor, 3.73/4.00*

- Writing a journal titled "Women's Resilience After Divorce by Lawsuit (Case Study in Pamulang District, South Tangerang)" published by Rayah Al-Islam: Journal of Islamic Studies in August 2024.

## Organization

**University Basketball Club - Jember, Indonesia** Oct 2023 - Jun 2024

*Secretary*

- Managing administrative tasks, including meeting minutes, correspondence, and other important records.
- Organizing activity agendas, training schedules, and management meetings.
- Drafting official documents such as permission letters, announcements, and other formal communications on behalf of the Basketball Club.

## Skills

- Hard Skills:** Google Docs, Google Sheets, Google Slide, Microsoft Office (Word, Excel, PowerPoint)
- Soft Skills:** Communication, Collaboration, Time Management, and Problem-Solving Skills.
- Languages:** Indonesian, English, Arabic