




Hi! I am a fresh graduate of Sociology, Universitas Negeri Jakarta. I am really interested in Human Resources, Journalist, and Public Relation scope. I am enjoying to do strategical thinking such as people or organization development strategy and social research. I am skilled in being communicative and facilitating conversations on specific topics of interest. I am highly skilled at working collaboratively in a team, based on my experience in volunteering and organizations. I am a reliable person.

MUHAMMAD IQBAL FAWWAZ

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Work Experience



Personal Assistant (Internship)

Biro Pemerintahan DKI Jakarta

September - December 2021

Assisting Kepala Sub Bagian (Kasubbag) during each meeting, writing notulency and reports on the outcome of the meetings. Assisting with administrative needs and collaborating with local staff.

- ✓ Letter Writing
- ✓ Assisting Presentation
- ✓ Proofreading Document
- ✓ Editing Document

Organization & Volunteer



Soul Of Nation 2018 (Futsal Cup) BEMP Sosiologi UNJ

Security division

Monitoring the security and compliance with regulations during activities for all participants and crew.



Soul Of Nation 2019 (Futsal Cup) BEMP Sosiologi UNJ

Procurement division

Providing equipment and crews' needs, ensuring the safety of existing equipment.



Audition-Grand Final Bintang SMA 2022 Pocari Sweat

Volunteer

Mobilizing all visitors and educating them about the Go Green program by Pocari Sweat.

Education



**Universitas Negeri Jakarta
Program Studi Sosiologi**

Start : June 2018

End : February 2023

GPA : 3.59/4.00

Bachelor/Sarjana/S-1

Skills

- Copywriting/Script/Formal-Writing ✓
- Analysis & Research ✓
- Relationship & Communication ✓
- Organizational Development ✓
- Basic of Interviewing ✓

Certification

- Mini Course Talent Management | May 2023
PT. Wahana Insan Prima
- Workshop Digital Ethnography | April 2021
Kementerian Pendidikan dan Kebudayaan
- Seminar CV dan Teknik Interview | May 2019
BEMP Pend. Sosiologi UNJ