

MUHAMMAD IQBAL FAWWAZ

Larangan, Tangerang, Banten

085900413693



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.

iqbalfawwaz2014@gmail.com

Work Experience

in linkedin.com/in/iqblfw/



Personal Assistant (Internship) Biro Pemerintahan DKI Jakarta

September - December 2021

✓ Letter Writing

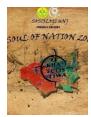
✓ Assisting Presentation

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.

✓ 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.



Audition-Grand Final Bintang SMA 2022 Pocari Sweat

Volunteer

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



Soul Of Nation 2019 (Futsal Cup) **BEMP Sosiologi UNJ**

Procurement division

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

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