



SEFTIA ANGGARI

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Third-year Mathematics student at IPB University with a strong interest in administration, data management, and finance. Experienced in managing administrative tasks, documentation, fundraising activities, and team coordination through various organizational and committee roles. Skilled in Microsoft Excel, Microsoft Office, and basic Python, with strong communication, teamwork, time management, and problem-solving abilities.

Education Level

Institut Pertanian Bogor - Indonesia
Bachelor of Matematika

Jul 2023

Organisational Experience

IPB Euphoriau - Riau, Indonesia
Fundraising Staff

Oct 2023 - Jan 2024

- Supported fundraising initiatives and assisted in identifying potential donors
- Contributed to promotional strategies and fundraising activities
- Maintained communication with stakeholders and supported event organization
- Assisted in monitoring fundraising outcomes and administrative processes

Gebyar Nusantara - Bogor, Indonesia
Person in Charge

Jul 2024 - Oct 2024

- Coordinated talent preparation and scheduling for cultural performance activities
- Managed communication and coordination among participants and committee members
- Ensured logistical and operational readiness for event implementation
- Supported planning processes to achieve successful event execution

BEM SSMI - Bogor, Indonesia
Secretary of External, Business, and Partnership Bureau

Jan 2025 - Dec 2025

- Managed administrative documents, correspondence, and organizational records
- Prepared meeting minutes, proposals, and accountability reports
- Coordinated meeting schedules and supported internal communication processes
- Assisted in sponsorship documentation and partnership management activities

MISSION 1.0 - Bogor, Indonesia
Head of Fundraising Division

Jun 2025 - Nov 2025

- Developed and implemented fundraising strategies to support organizational activities
- Led and coordinated members within the fundraising division to ensure effective task execution
- Managed budgeting, financial records, and accountability reports in a structured manner
- Established communication and collaboration with sponsors, partners, and external stakeholders

Asrama Riau Bogor - Bogor, Indonesia
Head of Female Residence

Oct 2025 - Present

- Led and coordinated female residents in organizational and residential activities
- Served as a communication liaison between residents, management, and external stakeholders
- Collected and communicated residents' concerns and needs to relevant parties
- Maintained administrative management and supported a well-organized residential environment

Skills, Achievements & Other Experience

- **Interest (2026):** Data Management, Administrative, Management Finance and Budgeting, Business Development, and Project Coordination