

Raisa Nadira Mutia Zahra Hidayat

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Portofolio (<https://bit.ly/PortofolioRaisaNadiraMutia>) | Certificates (<https://bit.ly/CertificatesRaisaNadiraMutia>)

SUMMARY

I am a fresh graduate chemistry student at the University of Indonesia with a strong interest in pursuing a career in research and development, quality control, and quality assurance, particularly within beauty and pharmaceutical industry, while remaining open to opportunities in diverse fields and continuous learning. I have internship experience as research intern and laboratory analyst intern, supported by knowledge of CPKB and CPOB principles obtained through certified training. Beyond technical laboratory skills, I am accustomed to documentation, data management, and administrative processes through research, laboratory, organizational, and event committee experiences, which have trained me to work in a detail-oriented, structured, and collaborative environment. With a solid foundation of theoretical knowledge and practical skills, I am ready to contribute effectively and continue learning.

EDUCATIONAL BACKGROUND

UNIVERSITY OF INDONESIA

August 2021 - July 2025

Bachelor of Chemistry, (GPA 3.60/4.00)

Thesis Title : "Synthesis of Fatty Acid Amides from Castor Oil with Aniline and Cyclohexylamine and Their Antibacterial Activity Test"

CERTIFICATION AND TRAININGS

Microsoft Excel Basic Formula

Jan 2026

MySkill Short Class

- Learned about formatting, basic formula, and basic filtering and sorting

Link Mini Portfolio: <https://bit.ly/MiniPortofolioShortClassExcel>

Cara Pembuatan Kosmetik yang Baik (CPKB) and Cara Pembuatan Obat yang Baik (CPOB)

December 2025

Teman Group Indonesia

- Learned about the implementation of 12 aspects of CPOB and CPKB, audits and inspections, and case studies related to the implementation of CPKB and CPOB in the beauty and pharmaceutical industry, as well as completed the final test on related material.

Link Training Material Summary: <https://bit.ly/CPKBCPOBTrainingMaterialSummary>

Cara Produksi Pangan Olahan yang Baik (CPPOB) Certificate of Competence

August 2024 - August 2027

Badan Nasional Sertifikasi Profesi (BNSP)

Independent Study - Food Safety Management System Specialist Class

February 2024 - June 2024

PT Agritama Sinergi Inovasi (AGAVI) - MSIB Batch 6 Kampus Merdeka

- Gained training in regulations and standards of food safety management system implementation (ISO 9001:2015, ISO 22000, HACCP, GMP) from experienced facilitators and mentors. Also finished in the top 20 out of 200 participants.
- Completed tests and challenges each week to develop skills in creating ISO 9001 and ISO 22000-based quality manual documents, business process mapping, and hazard analysis of food products based on HACCP.

Link Project: <https://bit.ly/FSMSPProject>

WORK EXPERIENCES

Laboratory Assistant

February 2025 - May 2025

Microbiology Practicum, Chemistry Department, Universitas Indonesia

- Assisted in modules : aseptic working methods, sterilization, media preparation, antibacterial activity tests, oligodynamics, optical density, TPC, counting chamber, microbial isolation (pour plate, streak plate), and staining techniques.
- Assisted in the preparation of the equipment and materials, and evaluated weekly laboratory reports.

Research Intern

August 2024 - January 2025

Badan Riset dan Inovasi Nasional Republik Indonesia (BRIN RI)

- Developed extraction and fractionation methods for polysaccharide derivatives from water hyacinth biomass with various catalysts, concentrations, temperatures, and enzymes. Analyzed moisture content, ash content, and characterized raw materials, pulp, and residues using HPLC to identify polysaccharide components.
- Collected, documented, and processed experimental data to support analysis, interpretation, and structured research reporting.
- Conducted literature studies to support research methodology and coordinated with the internship supervisor regarding the research progress, analysis result, and completion of the final report.

Laboratory Assistant

September 2024 - December 2024

Biochemistry Practicum, Chemistry Department, Universitas Indonesia

- Assisted in modules : isolation, qualitative, and quantitative tests of Carbohydrate, Protein, and Lipid, determination of vitamin content, saliva tests, blood tests, urine tests, and DNA extractions from plants.
- Guided and supervised students during experiments and conducting final project, including experiment execution, data processing, and problem identification, as well as evaluated weekly laboratory reports and pretest results.

Laboratory Analyst Intern

June 2024 - August 2024

Balai Pengujian Standar Instrumen Tanah dan Pupuk

- Performed fundamental analysis on soil samples, which included texture, pH, nutrient levels, and moisture content, and operated the laboratory instruments such as AAS, spectrophotometer UV-Vis, pH meter, and weighing scale.
- Collected and documented analytical data to support accuracy and traceability of test result, and coordinated with the internship supervisor in preparing the final report.

Laboratory Analyst Intern

July 2023 - August 2023

LEMIGAS Research and Development Center of Oil & Gas Technology

- Placed in the Gas Technology Department in the Gas Composition Laboratory.
- Assisted in operating the Gas Chromatography instrument to analyze the gas composition, with a specific focus on liquefied petroleum gas (LPG) in each received sample and documented the result to support accuracy and traceability.

ORGANIZATIONAL EXPERIENCES

HIMPUNAN MAHASISWA DEPARTEMEN KIMIA UNIVERSITY OF INDONESIA (HMD KIMIA UI)

External Deputy of Sports Department

February 2023 - February 2024

- Assisted the Head of the Sports Department to ensure the smooth running of the programs in the field of events and appreciation, and also coordinated with external parties linked to the sports department.
- Successfully compiled and organized participation data of approximately 90 chemistry department contingents in sports competitions, ensuring accurate recognition and appreciation for all participants.

Staff of Sports, Arts, and Culture Department

March 2022 - February 2023

- Created infographic content on HMD Kimia UI social media regarding recommendations on matters related to the arts approximately 6 times during the management period.
- Managed to get a contingent from the chemistry department and prepared them for each one competition in the field of arts and one competition in the field of sports in the faculty level competition.

EVENT COMMITTEE EXPERIENCES

KIMIA CUP 2023

Vice Project Officer

June 2023 - December 2023

- Managed to create all the documents needed during the event in a timely manner, ranging from licensing files, facility loans, to invitation letters, as well as running the event successfully, resulting in an 8 out of 10 satisfaction score.
- Together with the Project Officer successfully coordinated with external parties, resulting in the realization of the first chemistry department-level sports competition involving alumni, lecturers/employees, and students as participants.

CHEMISTRY FAIR UI 2022

Head of Chemistry Campaign Division

July 2022 - November 2022

- Together with the staff, delivered all the information needed for the Photography, Chemistry Design Poster, and Movie Project competitions to around 20 participants.
- Successfully collaborated with professional judges to assess submissions and select winners, as well as organized an exhibition for about 20 participants' works and ensured online and offline voting for competition ran smoothly.

PENGENALAN SISTEM AKADEMIK FAKULTAS MIPA UI 2022

Vice Head of Secretariat Division

July 2022 - September 2022

- Created the secretariat division's SOP, standardized administrative document templates, and held two division meetings together with the Head of Secretariat Division.
- Involved in creating approximately 15% of the 190 letters, 15% of the attendance list recapitulation for approximately 900 participants, and 50% of the committee attendance list recapitulation.

SKILLS

- **Languages:** Indonesian (native language); English (EF SET 65/100 (C1 Advanced))
- **Hard Skills:** Chemistry Laboratory skills, Basic Microbiology Laboratory skills, FSMS, GMP, HACCP, Microsoft Office (Excel, Word, Powerpoint), Google Workspace, and basic Canva design.
- **Soft Skills:** Demonstrated analytical thinking skills, time management, leadership, communication, teamwork, attention to detail, adaptability, and problem-solving skills