



Syofi Hanifaresti

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Graduated with a bachelor's degree in government science from Singaperbangsa Karawang University with a GPA of 3.70. I have internship experience at Dinas Pariwisata dan Kebudayaan as secretariat administration and experienced as a Medical Representatives with sales and administration. I am adaptable, have critical thinking skills, good communication skills, and enthusiastic to learn new things. I have an interest in any field, especially administration. I am a potential candidate for the role due to my worked experiences.

EDUCATION

Singaperbangsa University | Bachelor of Government Science

August 2018 – June 2023

GPA : 3.70

PROFESSIONAL EXPERIENCE

Medical Representative | PT Novell Pharmaceutical Laboratories

Sept 2024 - Sept 2025

- Administration daily activity and sales reports
- Presentation product to doctors and medical personnel to introduce the benefits of the products
- Building professional relationships with doctors, pharmacists and other healthcare professionals
- Survey and analyze market trends and competitor activities to optimize sales strategies

Barista | PT Zhisheng Pacific Trading (Mixue Indonesia)

April 2024 - August 2024

- Provision of beverages offered by the store
- Serve customers in a friendly and professional manner
- Work closely with the rest of the cafe team, including other baristas and kitchen staff, to ensure daily operations run smoothly

Secretary Administration (Internship) | Bekasi City Leisure and Cultural Department

July 2021 – Sept 2021

- Arranged the meeting or appointment schedule (daily, weekly, and monthly)
- Prepared a report and form for some activities
- Assists facilities and supported the regular reports
- Developed and maintained the electronic filing system

ORGANIZATIONS

Event Division Staff | Go PTN 50 Senior High School

Sept 2019 – January 2020

- Creating a detailed and specific schedule of events
- Coordinated and organized technical matters in the field during the event
- Socializing the event schedule to include a speaker and related parties as event performers

Government Leadership School 2019

- Exercise to develop good communication skills
- Learn to provide the best and valuable services to public
- Participated in community service activities

OTHERS

Skills :

- Creative problem solving
- Fast learner
- Hard & team working
- Email & copywriting
- Administration
- Negotiation

Languages :

- Indonesian (Native Speaker)
- English (Intermediate)

Certificate :

- TOEFL

Specialization :

- Design : Canva
- General : Google Platform, Microsoft Office, Excel and Linux