

Cimahi, 18 March 2026

Subject : Job Application

To :

HR Department

PT. Mersifarma

Jakarta

Dear Hiring Manager,

I am writing this letter to express my interest in the **Human Resource Internship** position at PT. Mersifarma Jakarta as I learned from my parents who work at the PT. Mersifarma office in Sukabumi. I recently graduated with a Master's degree in Management and have a strong interest in developing my career in the Human Resources field. I am highly interested in learning and contributing to the support daily HR operational activities, assist in the preparation and implementation of HR Corporate Events, assist in HR administrative processes and support activity documentation. I am proficient in using Microsoft Office (Word, Excel, PowerPoint) and I am a detail-oriented individual who is able to work in a structured manner and adapt to a fast-paced work environment.

Previously, I also gained work experience as a General Admin, where my responsibilities included managing administrative tasks, organizing and maintaining document archives, and recording transaction data. In this role, I developed the ability to work carefully, systematically, and responsibly in supporting the smooth operational processes of the company. This experience has provided me with a strong administrative foundation, and I am confident that I can contribute positively if given the opportunity to join your organization.

This internship opportunity at PT.Mersifarma would allow me to gain valuable hands-on experience in recruitment while contributing positively to your HR team.

My personal details are as follows:

Name	: Muhammad Fariz Baihaqi
Place, Date of Birth	: Bekasi, 02 June 2000
Highest Level of	: Master's of Management
Education	: Indonesia University of Education, Bandung
Marital Status	: Single
Address	: Nusa Hijau Permai, Cimahi City, West Java

Please find the attached documents as follows:

1. Curriculum Vitae (CV)
2. Employment Certificate
3. Master's Degree Certificate
4. Certificates

Thank you for considering my application. I would welcome the opportunity to further discuss how my skills and enthusiasm can contribute to your team. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fariz', is placed over a light blue rectangular background.

Muhammad Fariz Baihaqi



M. Fariz Baihaqi,
S.Pd., M.M.

PROFILE

My name is Fariz, a 25-year-old professional with strong discipline, responsibility, and administrative skills. I am accustomed to working systematically in document management, data recording, and report preparation. I am able to work both independently and collaboratively in a team environment. I possess good communication skills and a strong commitment to continuous learning and professional development in order to contribute optimally to organizational goals.

Phone :

+6282218372967

Address :

Nusa Hijau Permai, Kota Cimahi, Jawa Barat

Email :

fariz0206@gmail.com

SKILLS

- Recruitment and Selection
- General Administration
- Microsoft Office (Word, Excel, Power Point)
- Communication Skills
- Teamwork

EDUCATION

- **Master of Management, Indonesia University of Education** 2023 – 2025

WORK EXPERIENCE

PT. Valida Kalibra Tama (General Admin : Finance, Tax, HR Administration)

2019 – January 2026

- Managed administrative documents and filing systems (PO lists, invoices, tax invoices, etc.)
- Performed data entry and maintained databases (PO lists, customer data, etc.)
- Handled administrative correspondence, including preparing, sending, and recording documents such as invoices, PO, BAP, and other related letters
- Recorded daily financial transactions (income and expenses)
- Processed invoice payments and reimbursements
- Conducted invoice billing to customers
- Prepared tax invoices and withholding tax documents (PPh 21)
- Prepared monthly tax reports (VAT and PPh 21)
- Assisted in preparing annual corporate tax reports
- Managed employee payroll administration
- Handled BPJS TK administration

LAZISWAF Yayasan Al Hilal (CRM Staff : Admin WhatsApp Marketing)

2023 (5 Months)

- Managed customer communication through WhatsApp Business
- Responded to customer inquiries and provided information regarding products and services
- Managed, updated, and maintained the customer database
- Executed marketing campaigns and broadcast messaging through WhatsApp
- Conducted follow-ups with prospects and maintained good relationships with customers



Office :
Jl. Kol. Masturi KM 1.4 Palm Indah Q-9,
Cimahi - 40511, Jawa Barat – Indonesia
Tel. 0811 2124 589
E-Mail : info@validakalibratama.com
Website : www.validakalibratama.com

SURAT KETERANGAN KERJA
Nomor: VKT/EXT/1225001

Yang bertanda tangan di bawah ini :

Nama : Sefty Ramadani
Jabatan : Managing Executive
Perusahaan : PT. Valida Kalibra Tama
Alamat : Jl. Kolonel Masturi KM 1,4 Palm Indah Q-9, Kota Cimahi, Jawa Barat

Dengan ini menerangkan bahwa :

Nama : Muhammad Fariz Baihaqi
Tempat/Tanggal Lahir : Bekasi, 2 Juni 2000
Alamat : Nusa Hijau Permai, Kota Cimahi, Jawa Barat

Benar telah bekerja di PT. Valida Kalibra Tama terhitung sejak September 2019 sampai dengan Januari 2026 dengan jabatan terakhir sebagai General Admin (Finance, Tax, dan HR Administration).

Selama masa kerja tersebut, yang bersangkutan menunjukkan kinerja dan tanggung jawab yang sangat baik serta memiliki kemampuan administrasi yang tertata, sistematis dan akurat. Yang bersangkutan juga menunjukkan sikap profesional, disiplin, jujur dan bertanggung jawab, serta mampu bekerja secara mandiri maupun berkolaborasi dengan baik dalam tim untuk mendukung kelancaran operasional perusahaan.

Demikian surat keterangan kerja ini dibuat dengan sebenar-benarnya untuk dapat dipergunakan sebagaimana mestinya.

Cimahi, 31 Januari 2026

Sefty Ramadani
Managing Executive
PT. Valida Kalibra Tama



Nomor Ijazah Nasional/*National Certificate Number*
001034611052026100002

UNIVERSITAS PENDIDIKAN INDONESIA

Nomor Pokok Perguruan Tinggi/*National University Number* 001034

dengan ini menyatakan bahwa/*herewith certifies that*

Muhammad Fariz Baihaqi

NIM/*Student ID Number* 2308471

Lahir di Bekasi, tanggal 2 Juni 2000

Born in Bekasi, on June 2, 2000

telah diberi gelar/*has been awarded the degree of*

Magister Manajemen (M.M.)
Master of Management (M.M.)

dengan seluruh hak dan kewajiban yang melekat pada gelar tersebut pada tanggal 23 Desember 2025, setelah memenuhi seluruh persyaratan di
with all the rights and responsibilities inherent therein on December 23, 2025, upon the fulfillment of all the requirements of

Fakultas Pendidikan Ekonomi dan Bisnis
Faculty of Economics and Business Education

Program Studi Manajemen
Study Program of Management
Nomor Program Studi/*Study Program Number* 61105

Diterbitkan di Bandung tanggal 9 Februari 2026
Issued in Bandung on February 9, 2026

Dekan/*Dean*



Ratih Hurriyati



Rektor/*Rector*



Didi Sukyadi



PT Kompeten Indonesia Unggul

CERTIFICATE

No 340/SRT/QHR/II/2026

THIS CERTIFICATE IS AWARDED TO

MUHAMMAD FARIZ BAIHAQI

"As a Participant in Webinar HR Introduction"

by Quantum HR Indonesia

25th of February 2026

Materi:

1. HR Definition
2. HR Practices Evolution
3. HR Maturity Model
4. HR Framework
5. Part of HR




AGUNG TRI NUGROHO

CEO



ANNA YULIANI, M.si, MM

Speaker

PT Kompeten Indonesia Unggul

NIB: 1305240370114

Alamat: Krasakan RT 03 RW 13 Lumbungrejo Tempel Sleman 55522 | Website: www.quantumhr.id

PT. PERSONA ANALITIKA ASIA

talentiv



CERTIFICATE OF COMPLETION

is hereby granted to

Muhammad Fariz Baihaqi

For successfully completing
HR Recruiter Fast Track Batch 3

ORGANIZED BY TALENTIV ACADEMY
DURATION 8hrs 0min 0sec



talentiv

ARDAN AZIZ RAHMAN
CEO & FOUNDER TALENTIV ACADEMY

CERTIFICATE OF COMPETENCY

is hereby granted to

Muhammad Fariz Baihaqi

For successfully completing

HR Recruiter Fast Track Batch 3

ORGANIZED BY TALENTIV ACADEMY
HELD FROM 14-15 FEBRUARY 2026 (VIRTUAL LEARNING)

NO	COMPETENCY
1	Design recruitment workflows and employee request processes
2	Apply sourcing strategies to attract high-potential and high-performing candidates
3	Conduct effective CV screening and candidate shortlisting
4	Perform Behavioral Event Interviews (BEI)



Certificate ID
2026RSFT062

ARDAN AZIZ RAHMAN
CEO & FOUNDER TALENTIV ACADEMY

SERTIFIKAT PENYELESAIAN

CERTIFICATE OF COMPLETION

Proudly Presented to

Muhammad Fariz Baihaqi

Telah menyelesaikan kursus video pembelajaran
Has successfully completed the instructional video course

HR Specialist: Belajar Rekrutmen Karyawan dan Payroll

Sertifikat Terverifikasi
Verified Certificate

Diterbitkan pada Februari 2026
Issued February 2026

ID verifikasi yang sah
Valid Verification ID

HR-20260224-FEM6U
HR-20260224-FEM6U



Heldi Muhammad Rizki

Heldi Muhammad Rizki
Chief Executive Officer Ioda Academy