

YUNI MUNSIFAH

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A Meticulous and detail-oriented professional with background in chemistry and legal administration. Proven expertise in technical laboratory, chemical analysis, import-export documentation, regulatory compliance, documentation, and research. Enthusiastic about learning new things, eager to contribute to research and laboratory testing. Committed to continuous improvement in Laboratory role.

EDUCATION

UNIVERSITAS ISLAM INDONESIA, Yogyakarta, 2019 - 2023

S-1 Chemistry, GPA: 3.68/4.0

WORK EXPERIENCE / INTERNSHIP

Legal Administrator – PT Nuklida Mitra Utama, March 2024 – March 2025

- Managed legal and regulatory documentation related the importation of radioactive materials, ensuring compliance with national regulations and company policies
- Managed safety and operational documents
- Collaborated with procurement and operations team to ensure import activities complied with applicable legal and safety requirements
- Prepared, reviewed, and maintained import and re-export permit applications, licenses, and supporting documents with a high level of accuracy
- Managed radiation measuring instrument calibration services and contribute to 20% increase in company revenue

Internship Laboratory Analyst – PPSDM Migas, February 2022 – March 2022

- Collected, prepared, and analyzed samples following standard operating procedure
- Performed environmental analysis for several parameters, including Chemical Oxygen Demand, Hydrogen Sulfide, and pH
- Reported test result and maintained laboratory records

RESEARCH EXPERIENCE

Research Assistant – Universitas Islam Indonesia

- Conducted research on the synthesis and modification of sustainable adsorbent materials using natural waste (empty fruit bunches) and metal oxides (Fe_3O_4 and Ag_2O)
- Synthesis metal oxides and cellulose as an adsorbent for wastewater treatment applications
- Investigated adsorption performance for organic contaminant (ibuprofen) under different experimental conditions
- Optimized adsorption parameter including pH, contact time, and concentration
- Characterized synthesis materials using SEM, FTIR, VSM, XRD, and UV-Vis spectroscopy
- Conducted laboratory experiment following standard operating procedures
- Assisted preparing research report, recorded, analyzed, and interpreted experimental data using Excel, OriginPro, and statistical analysis chemistry
- Performed literature reviews on adsorption mechanisms, composites organic-metal, nanomaterials, and environmental remediation technologies

CERTIFICATION & PUBLICATION

- **Certificate of TOEIC**, International Test Center, 2025 (Score: 640)
- **Co-author of research paper**, Rasayan Journal of Chemistry, 2024
- **Certificate of Public Speaking**, Global Kahfi Public Speaking School, 2019

ADDITIONAL

Soft Skill	: Cross-Cultural Communication, Adaptability, Academic Writing, Analytical Thinking, Organizational Skill
Technical	: Analytical Chemistry (UV-Vis spectroscopy, FTIR, GCMS, pH measurement, Soxhlet, Distillation) Chemical Safety (MSDS, Waste management), computing software (OriginPro, ChemDraw, ImageJ), Water Sampling, Microsoft Office (Word, Excel, PowerPoint), Regulatory Compliance, Legal Administration (Permit Documentation, Licensing, Regulatory Filing), Document Control (Document Filing, Record Management), OSS-RBA, Balis Bapeten 2.5
Competencies	: Research, Water Quality Analysis, Synthesis, Technical Laboratory, Chemical Analysis, Administration Support
Languages	: Indonesia (Professional Proficiency) English (Professional Proficiency)