

Caroline Khosasih

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Medan City, North Sumatra, Indonesia

SUMMARY

Bachelor's graduate in Biotechnology with hands-on experience in administrative support, data management, laboratory research, and technical documentation. Experienced in managing documentation, maintaining accurate records, verifying transaction data, and supporting administrative operations with strong attention to detail. Eager to contribute through organized administrative support, accurate data management, and effective cross-functional collaboration.

EDUCATION

Brawijaya University	Malang, East Java
Bachelor Degree of Biotechnology	Aug 2022 - Aug 2026t
- GPA: 3.704 / 4.00 - Full-time program taught entirely in English	

EXPERIENCE

Family Business (Livestock Farm)	Deli Serdang, North Sumatra
Administrative Assistant	Jan 2023 - Jan 2026
- Reconciled 600+ daily incoming and outgoing bank transactions, ensuring 100% accuracy with zero discrepancies. - Verified transaction details against bank mutation records and internal payment documentation. - Prepared and maintained accurate financial and administrative records using Microsoft Excel.	

Balai Besar Badan Pengawas Obat dan Makanan (BBPOM)	Surabaya, East Java
Food Safety Facilitator	Feb 2025 - June 2025
- Developed over 70 Good Manufacturing Practices (GMP) documents to support IP-CPPOB implementation, including manuals, SOPs, supporting forms, and SSOPs. - Improved GMP compliance of Micro and Small Enterprises (MSEs) by 42.6 percentage points through assistance in obtaining GMP Implementation License (IP-CPPOB). - Supported food safety implementation in MSEs through GMP compliance inspections, documentation of inspection findings, and exposure to HACCP principles.	

Pusat Penelitian Kelapa Sawit	Medan, North Sumatra
Laboratory Intern	Jan 2025 - Feb 2025
- Performed protein and carbohydrate analyses on 64 oil palm stem samples using the Kjeldahl and Luff-Schoorl methods and interpreted analytical results. - Conducted moisture and oil content analyses of oil palm kernels.	

PUBLICATIONS

Electrochemical Biosensor Using Biosynthesized AuNPs for Phenolic Detection in Tea Leaf Extract	Malang, East Java
	May 2026 - Present
- Fabricated electrochemical biosensor using laccase and <i>Spirulina platensis</i>-biosynthesized gold nanoparticles. - Evaluated and compared the electrochemical performance of chemically synthesized and biosynthesized gold nanoparticles by analyzing 6 experimental samples. - Published the research findings in a Scopus Q2-indexed journal.	

The Effect of PANI Concentration Variation of the Performance of Laccase Enzyme-Based Biosensor for Catechol Detection	Malang, East Java
	Sept 2025 - April 2026
- Fabricated electrochemical biosensor based on Polyaniline-AuNPs/Laccase/Nafion for catechol detection. - Optimized polyaniline electropolymerization using cyclic voltammetry (CV) and evaluated biosensor's electrochemical performance by using 18 experimental samples. - Published the undergraduate thesis in a scientific journal.	

ACTIVITY

IAAS Brawijaya University

Malang, East Java
June 2023 - Sep 2023

Treasurer

- Managed budgeting and prepared activity budget plans (RAB) for organizational programs.
- Controlled organizational expenditures by reviewing budget requests and ensuring organizational spending complied with approved budgets.
- Prepared financial accountability reports (LPJ), annual, and final financial reports.

Public Relation and Partnership

Feb 2023 - June 2023

- Initiated and negotiated partnerships with external organizations to support IAAS LC UB's programs.
- Coordinated MoU negotiations and partnership agreements with internal and external parties.
- Managed end-to-end collaboration processes, from partner outreach to partnership execution

SKILLS

- **Administrative & Data Management:** Administrative support, transaction data verification, financial reconciliation, data management, record maintenance, and attention to detail.
- **Documentation:** Technical and regulatory documentation, document review, and data accuracy checking.
- **Microsoft Office:** Microsoft Excel (PivotTable, SUMIF, COUNTIF, VLOOKUP, HLOOKUP, and XLOOKUP), Microsoft Word, and PowerPoint.
- **Technical Background:** Laboratory research, data analysis and interpretation, Good Laboratory Practice (GLP), GMP, and BPOM food regulations.
- **Languages:** Indonesian (Native), English (TOEFL ITP: 523), Hokkien (Intermediate).