



IMELSYAZKA NAJLA BAHTIAR

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SUMMARY

Analytical Chemistry Graduate from Politeknik AKA Bogor with hands-on experience in Research & Development and analytical method development during an internship at LPPOM MUI. Experienced in sample preparation, method development and validation, and analytical testing using HPLC, LC-MS/MS, AAS, and spectrophotometry. Familiar with end-to-end method validation in accordance with ISO/IEC 17025 and GLP, as well as Proficiency Testing (PT) sample preparation and SOP/IKA development. Detail-oriented with strong analytical data processing skills using MS Excel and a strong interest in Research & Development, analytical testing, and quality control.

EDUCATION

Politeknik AKA Bogor

2023 – Present

Associate Degree of Analytical Chemistry (GPA 3.43/4.00)

- Final Project : Method Validation for Rhodamine B Determination in Liquid Cosmetics using High Performance Liquid Chromatography - Photodiode Array (HPLC-PDA) at LPPOM MUI Laboratory

MAN 1 Kota Bogor

2023 – Present

- *Mathematics and Science*

WORKING EXPERIENCE

LPPOM MUI

Sept 2025 – August 2026

Research & Development (R&D) - Intern

- Conducted trial-and-error optimization for new analytical parameters, including LC-MS/MS method development for Porcine Peptide identification to enhance testing efficiency and sample traceability.
- Executed end-to-end analytical method validation for non-rinse cosmetic Arylamides using LC-MS/MS in compliance with ISO/IEC 17025 standards.
- Performed analytical method validation for active ingredients (Tranexamic Acid) and prohibited synthetic dyes (Metanil Yellow, Rhodamin B, and Orange K1) using HPLC.
- Reviewed, evaluated, and processed analytical data from over 50 method validation reports using MS Excel and MS Word to ensure data accuracy, reliability, and technical compliance.
- Prepared and processed samples for Proficiency Testing (PT) targeting cosmetic preservative parameters to ensure analytical measurement precision and data validity.
- Drafted and structured new Standard Operating Procedures (SOPs) and Work Instructions (IKA) based on R&D method validation results to support routine laboratory testing protocols.
- Performed complex sample preparations (dilution, homogenization, extraction, filtration, and pH adjustment) for advanced and routine analytical testing in accordance with Good Laboratory Practices (GLP).

Organizational Experience

Studium General Politeknik AKA Bogor

Sept 2024– Nov 2024

Staff - Publication, Decoration, and Documentation (PDD)

- Designed and produced creative visual assets for social media publications, event posters, and promotional materials to maximize audience engagement.
- Captured comprehensive photo and video documentation throughout all phases, from pre-event preparation to final execution.
- Conceptualized and executed spatial decoration and stage design to align with the event's aesthetic and operational requirements.

TRAINING AND CERTIFICATION

- **ISO 14001:2015 – Environmental Management System** | Politeknik AKA Bogor | Aug 2025
- **ISO 22000:2018 – Food Safety Management System** | Politeknik AKA Bogor | Aug 2025
- **ISO 9001:2015 – Quality Management System** | Politeknik AKA Bogor | Aug 2025
- **HPLC In-House Training** | Teman Lab | Jan 2025
- **Achievement Motivation Training** | Politeknik AKA Bogor | Feb 2024

Skills and Language

- **Soft Skills:** Adaptability, Problem Solving, Discipline and Consistency, Teamwork, Attention to Detail, Critical Thinking, Communication Skill (written and verbal), Time Management
- **Hard Skills:** Good Laboratory Practice (GLP) compliance, Instrumental analysis (AAS, UV-Vis, HPLC, UHPLC, GC), Conventional Chemical Analysis (titrimetric, gravimetry, qualitative tests), Method validation and verification, ISO quality systems (ISO 9001, ISO 22000, ISO 14001, ISO 17025 awareness), Quality documentation review (technical reports, validations documents), Microsoft Office (Word, Excel, PowerPoint), MS Teams (collaboration), Google Sheets
- **Language:** English, Bahasa Indonesia (Native)