



QURRATU AINI MISANDI

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South Tangerang City

A Nutrition Science graduate from IPB University with professional experience as a Front Office Executive in the beauty clinic industry. Experienced in customer service, administration, patient management, scheduling, financial transactions, and operational reporting. Highly adaptable, detail-oriented, and accustomed to working collaboratively in dynamic environments. Interested in the Food Industry, Health, Finance, Customer Service, and Administration, with a strong commitment to continuous learning and professional development.

Work Experiences

Bapperida Kota Bogor - Bogor

Aug 2024 - Sep 2024

Community Nutritionist Intern

A government agency

- Implementing promotional and preventive nutrition improvement programs to improve behavior for disease prevention and improve nutritional status and health
- Providing recommendations for community nutrition programs at the district/city level
- Collaborate with stakeholders in planning, implementing, and monitoring preventive and promotional nutrition improvement activities in institutions or community groups.
- Educate the community about stunting prevention and supplementary feeding.

RSU Kota Tangerang Selatan - Tangerang Selatan

Jan 2025 - Feb 2025

Nutritionist and Food Service Management Intern

A hospital

- Modify recipes to improve organoleptic quality, nutritional content, and production cost efficiency
- Assess the nutritional status of patients with major surgery, internal medicine, and pediatric cases, using anthropometric, biochemical, physical, and clinical data
- Providing dietetic services and nutrition care based on ADIME (Assessment, Diagnosis, Intervention, Monitoring, Evaluation) in accordance with the patient's medical condition and needs
- Conducting nutrition counseling to improve patient understanding and motivation in implementing dietary interventions and lifestyle changes
- Monitoring diet acceptance and the development of the patient's nutritional status on a regular basis

PT Inovasi Solusi Estetika (Skinex Skin Care & Clinic) - Tangerang Selatan

Nov 2025 - Aug 2026

Front Office Executive

A beauty and aesthetic clinic

- Welcome and assist patients in a friendly, professional, and responsive manner in accordance with the clinic's hospitality standards, while handling patient inquiries and complaints according to SOPs
- Handle patient registration and administration, including data verification and updates, as well as inputting visit and administrative records into the clinic system
- Manage appointments through WhatsApp, Instagram, phone calls, and online booking platforms, including confirmations, H-1 reminders, rescheduling, cancellations, and waiting lists
- Provide information about clinic services, including treatment procedures, treatment packages, prices, promotions, and other general information to patients
- Manage clinic transactions and finances, including cashier duties, invoice issuance, recording treatment and product revenue, transaction checking, and daily cash reconciliation
- Manage clinic operational expenses, including recording and handling petty cash and ensuring that transaction receipts match the financial records
- Conduct patient follow-ups and retention activities after treatments, including reminders for follow-up appointments or future treatments, re-booking, and supporting the clinic's service and sales targets
- Prepare daily and periodic operational reports, including patient visits, new and returning patients, appointments, bookings, rescheduling, cancellations, waiting lists, and booking conversion, while ensuring front office administrative supplies are available and well organized

Education Level

Institut Pertanian Bogor - Indonesia

Aug 2021 - Aug 2025

Bachelor of Science Nutrition, 3.66/4.00

- Honors : Cumlaude
- Teaching assistant for the food consumption assessment course
- Developing catfish floss product as a source of protein and iron

Organisational Experience

Himpunan Mahasiswa Community Nutrition <i>Treasurer of Student Resource and Development Division</i> - Responsible for the organisations financial management, from budget planning and monitoring member cash flow to preparing transparent and accurate accountability reports - Manage and record all division financial transactions in detail and in an orderly manner - Prepare periodic financial accountability reports for the division	Dec 2022 - Dec 2023
Gizi Peduli Indonesia <i>General Treasurer</i> - Manage activity budgets, record transactions, and supervise funds in event organization, including preparing final financial reports - Coordinate with other divisions regarding disbursement or activity funding requirements - Seek, manage, and account for funds from sponsors, donators, and cooperation partners	Jan 2023 - Jun 2023
Ecologist <i>Operational Staff</i> - Prepare a logistics plan to support the entire range of activities - Inventory, prepare, and distribute activity supplies and equipment	May 2023 - Jul 2023
Inspire 5.0 <i>Public Relations Staff</i> - Establishing communication with internal and external parties, including media partners and sponsors, to support the success of the event - Drafting and sending official letters, invitations, or cooperation proposals	Sep 2023 - Nov 2023
Nutrition Fair <i>Event Staff</i> - Develop the concept, rundown, and flow of the main event and debate competition - Develop the rules, assessment criteria, and technical guidelines for the national debate competition - Coordinate with moderators, judges, and participants to ensure the smooth running of the competition	Apr 2024 - Sep 2024

Skills & Volunteer

- Soft Skills:** Teamwork, Integrity and Project Management, Time Management, Adaptability, Empaty, Emotinal Intelligence, Budget Formulation, Effective Communication, Financial Management, Excellent Communication, Customer Service, Professionalism, Sales & Persuasion
- Hard Skills:** Nutritional Status Assessment, Diet Planning, Menu Modification, Food Service Management, Nutrition Education, Statistical Data Processing and Interpretation (Excel, SPSS), Use of Nutrition Software, Cashier & Financial Administration, Basic Skin Analysis, Reporting & Data Management, Customer Relationship Management (CRM)
- Volunteer:** Nutri Action 2 2023, Gema Bugizi Penting 2024