

YUNI MUNSIFAH

A meticulous and detail-oriented professional with background in Chemistry and Legal Administration. Proven expertise in technical laboratory, legal administration, chemical analysis, supporting compliance with quality and regulatory requirements. Enthusiastic about learning new things, eager to contribute to quality system and motivated to continuous improvement in Quality Control role.

☎ 083172056614 ✉ munsifahyuni06@gmail.com 📍 Cilegon, Banten

EDUCATION

Islamic University of Indonesia, Yogyakarta, 2019 - 2023

Bachelor's / Chemistry | GPA: 3.68 / 4.00

Publication Journal Paper: Removal of Ibuprofen from Water using Magnetic Fe₃O₄-Ag₂O/Cellulose as an Adsorben

Global Kahfi Public Speaking School, Kediri, 2018 - 2019

Certification / Public Speaking

INTERNSHIP/WORK EXPERIENCE



Legal Administrator - Staff

PT Nuklida Mitra Utama | Tangerang, 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



Laboratory Analyst - Internship

PPSDM Migas | Blora, 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 results and maintained laboratory records

ORGANIZATION EXPERIENCE

Himpunan Mahasiswa Kimia – Staff Syi'ar Islam

Yogyakarta, 2021 - 2022

Himpunan Mahasiswa Islam – Treasurer

Yogyakarta, 2020 – 2021

CERTIFICATION

- Certificate of Public Speaking, Global Kahfi Public Speaking School, 2019
- Certificate TOEIC, International Test Center, 2025 (Score : 640)

SKILLS

Soft Skill Good communication, Detail-oriented, Teamwork, and Time management

Hard Skill Microsoft Office (Word, Excel, PowerPoint), Water quality sampling techniques, Analytical Chemistry (UV-Vis, FTIR, GC-MS), Document Control (Document Filling, Record Management), Chemical Safety (MSDS, Waste Management), Regulatory Compliance, Legal Administration (Permit Documentation, Licensing, Regulatory Filing), OSS-RBA, Balis 2.5

LANGUAGES

English
Intermediate

Indonesia
Proficient

APPLICATION LETTER

HRD Department

PT Mersifarma Tirmaku Mercusana

Dear Recruiter,

My name is Yuni Munsifah, I am interested in applying for the **Quality Control Staff** position at **PT Mersifarma Tirmaku Mercusana** as advertised on your LinkedIn. I believe that my background and experience make me an attractive candidate for your consideration.

I graduated from **Universitas Islam Indonesia** majoring in **Chemistry**. I chose to major in chemistry, a discipline that allows me to understanding the process about the natural universe by observing, testing, and generating models that explain our observations. Through this major, I discovered a deep interest in research and I have aspirations to work in a laboratory or the field where I would be able to implement my background in chemistry. During my studies, **I gained experience in laboratory research and scientific projects**. At the industry level, I have worked **internship as a laboratory analyst at PPSDM Migas**. In which, I worked on determining concentration of several testing parameters such as Chemical Oxygen Demand (COD) and Hydrogen Sulfide (H₂S). That experience emphasized the importance of attention to detail, laboratory technical, and compliance to safety standards.

In the last semester, **I had the opportunity to do my research project** in wastewater treatment using natural waste material, active carbon, and metal oxides. My responsibilities included conducting literature reviews, planning and executing experiments, synthesizing composite materials, maintaining laboratory records, analyzing and interpreting research data, and collaborating with team members to achieve project objectives. The result of this research was **published in the Rasayan Journal of Chemistry** entitled "Removal of Ibuprofen from Water using Magnetic Fe₃O₄-Ag₂O/Cellulose as an Adsorbent." This project plays an important role in my academic journey because it helped me gain a deep understanding of material science to finding the solutions of the environmental problems and also honed my skills in designing experiments, analyzing, characterizing materials, and evaluating material performance.

After completing my undergraduate studies, I worked as a **Legal Administrator at PT Nuklida Mitra Utama**, a company supply and equipment using nuclear technology for one year. While working in the company, I was responsible for managing safety documents, providing calibration services of instruments using nuclear technology, supporting compliance with regulatory standards and administrative tasks. Even though **the position allowed me to grow professionally**, I realized that my long-term career aspiration is in the field where I can implement my background in chemistry especially in Quality Control role. For this reason, I am seeking to return to a career an Quality Control position and further develop my experiences through the role.

I am interested in joining your QC team and the opportunity to bring a fresh perspective, strong work ethic, and continuous learning mindset to your team. I am confident that my combination of technical knowledge and administrative experience will allow me to make meaningful contributions to maintaining high product quality and compliance with the standards. I would welcome the opportunity to contribute to your company and discuss how my qualifications align with your needs. Thank you for considering my application. I am looking forward to the opportunity to speak further.

Sincerely,

Yuni Munsifah