



Roufan naqib

**Graduated Philosophy Student (and
Ongoing Law Student) – HR Internship**

Personal Info

Cimanggis, Depok

Date of Birth

03 April 2001

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Relevant Skills

- Professional English Proficiency
- MS Office (Word and Excel)
- Editing (Canva, Photoshop, et cetera)
- Legal Knowledges Within Experiences
- Problem Solving
- Communication
- Project Management
- Document Writing and Drafting
- Computer Operating and Basic Programming

Summary

I am a philosophy graduate from the University of Indonesia and a current law student at Indonesia Open University, with capabilities in problem-solving, critical thinking, teamwork, communication, and project management. Through the experiences I have gained, I have developed qualities in debate and organizational leadership. As I am eager to learn and explore new opportunities, I also hope to develop skills for ongoing professional growth within the legal field and beyond.

Work Experience

HR Internship, PT Indocement Tunggal Prakarsa Tbk., Citireup, Kab. Bogor

February 2023 - May 2023

- Authored journal article titled "Membedah Perjanjian Kerja Bersama (PKB) PT Indocement Tunggal Prakarsa Tbk dari Perspektif Filsafat: Pendekatan Teori Kapabilitas dan Kesenjangan Epistemik".
- Conducted comprehensive HR landscape evaluation, analyzing job & risk assessments, and the Collective Labor Agreement (PKB).
- Collaborated with other divisions, such as Corporate Social Responsibility, to act as a liaison between the company and the local community, with the aim of enhancing local economic sustainability.

Education

Undergraduate of Law, Indonesia Open University (T.B.D. GPA)

2025-2029 (Expected Graduation)

Bachelor of Philosophy, University of Indonesia (3.7 GPA)

2020-2024

- Representative of KOMAFIL in Indonesian Debate Competition at OIM FIB UI (2021)
- Co-head Scientific Department of KOMAFIL UI (2022)

- Head of KOMAFIL's OIM FIB UI contingent (2022)
- Member of English Debating Society (2022-2023)
- Experience in organizing and moderating public discussions, academic book reviews, et cetera.

SMA Negeri 58 Jakarta

2016-2019

SMP Labschool Cibubur

2014-2016

Volunteering

Sponsorship Staff, Cakrawala Budaya FIB UI

October 2021 - November 2021

- Developed and distributed sponsorship proposals for targeted potential sponsors and media partners for Cakrawala Budaya FIB UI events.
- Established and maintained strong relationships with sponsors to ensure successful event partnerships.
- Facilitated effective communication and collaboration between Cakrawala Budaya FIB UI and sponsors, ensuring mutual understanding and satisfaction.

Sponsorship Staff, UI Goes to Medan 2022

November 2021 - January 2022

- Developed proposals and strategically targeted potential sponsors and media partners.
- Established and maintained professional relationships with sponsors through regular communication and networking.
- Acted as a liaison between UI Goes To Medan 2022 and sponsors, ensuring effective collaboration and mutual benefit.

Academic Officer, Gerakan Pita Ungu

November 2022 - December 2022

- Drafted Terms of Reference and Memorandum of Understanding, ensuring clear and concise language for all parties involved.
- Composed academic materials with precise and effective copywriting techniques.
- Collaborated with other departments to complete academic-related documents and materials.
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- Collaborated with other departments to complete academic-related documents and materials.

Event Staff, PhilofestID 2023

October 2023 - December 2023

- Drafted and developed materials for the publication of the PhilofestID 2023, including main theme, sub-themes for specific speakers, terms and rules for writing competition, et cetera.
- Determining speakers and its preparation for PhilofestID 2023, including specific guidelines for the speakers' events and pre-estimating the spatial layout, preparation of documents for speakers, etc.
- Provide technical assistance during PhilofestID 2023 and collaborate with other divisions to ensure the execution of activities.
- Facilitate and moderate a dialogue session entitled "Komunitas Filsafat dan Perubahan: Logika, Bahasa, and Realita."

Organization

Co-head of Scientific Department, KOMAFIL

February 2022 - November 2022

- Composed materials for Scientific Department publication, including infographics.
- Organized public discussions such as "Bedah Buku: Cerita di Balik Kekasih Teluk" and "Kanan, Kiri atau Kesejahteraan".
- Developed and drafted the Terms of Reference for public discussions and maintained communication with the guest speakers.
- Head of KOMAFIL's OIM FIB UI 2022 contingent.
- Mentored KOMAFIL's contingents for OIM FIB UI 2022 debates.
- Representative of KOMAFIL for public discussion "Kanan, Kiri atau Kesejahteraan".
- Moderated a public discussion entitled "Cerita di Balik Kekasih Teluk".

Member, English Debating Society UI

October 2022 - October 2023

- Participated in debate training sessions with fellow members.
- Conducted in-depth analysis of debate motions and arguments to develop effective strategies.