



Roufan Naqib

**BNSP-certified HR, Bachelor of Philosophy
(and Ongoing Law Student)**

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)
- HR & Labor Law Compliance (BNSP-certified)
- Communicating with stakeholders
- Project management
- Document writing and drafting, ranging from legal writings to academic articles
- Basic computer operating and programming
- Tech stacks: Python, basic web-programming, and ArcGIS

Find more about me, my writings, certifications, et cetera at my web!
www.roufan.me

Summary

BNSP-certified Human Resources practitioner, aiming to bridge the gap between ethical theory and practical people management. Graduated as Philosophy major at University of Indonesia and currently taking Law at Indonesia Open University, having strong foundation in critical thinking and analytical reasoning. Based on my multidisciplinary background and personal curiosity, I am also eager to learn and seek opportunities in different fields and experiences.

Work Experience

Field Researcher, Ekspedisi Patriot 2025 (Kementrian Transmigrasi RI)

Kab Merauke, Papua Selatan
August 2025 - December 2025

- Conducted field research and data analysis regarding institutional patterns and value chains across 3 districts and 18 villages.
- Facilitated in-depth interviews with 78 participants and moderated Focus Group Discussions (FGDs) with various stakeholders from each of the 3 districts, Universitas Musamus, local government and institutions.
- Synthesized complex field findings into a formalized Final Report submitted to local authorities, translating data analysis into actionable strategic recommendations.
- Drafted an academic journal article for potential future publication related to structural value chain analysis and institutional theory within local economic best practices.

HR Internship, PT Ikhlas Cipta Teknologi **Kota Bekasi, Jawa Barat**

March 2025 - August 2025

- Provided comprehensive HR and administrative support for a workforce of approximately 60 employees.
- Processed monthly BPJS Kesehatan and Ketenagakerjaan registrations, contribution calculations, and claims for employees, maintaining a 100% accuracy rate to prevent regulatory penalties.
- Managed and resolved daily HR inquiries regarding company policy, Law No. 13/2003, and UU Cipta Kerja.

HR Internship, PT Indocement Tunggal Prakarsa Tbk., Citereup, 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 closely with the Corporate Social Responsibility (CSR) division to act as a liaison and facilitate in-field communication between the company and 12 nearby villages, aiming to enhance local economic sustainability.

Education

Undergraduate of Law, Indonesia Open University (3.5 GPA)

2025-2029 (Expected Graduation)

Major of Philosophy, University of Indonesia (3.7 GPA)

2020-2024

SMA Negeri 58 Jakarta

2016-2019

SMP Labschool Cibubur

2014-2016

Volunteering

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."

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.

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.

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.

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.
- Moderated public discussion for public discussion "Kanan, Kiri atau Kesejahteraan".
- Moderated public discussion for public discussion "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.