



## 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

# Roufan naqib

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

## 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 (Kementerian Transmigrasi RI)**

#### **Kab Merauke, Papua Selatan**

August 2025 - December 2025

- Conducted field research and data analysis regarding institutional patterns and value chains.
- Facilitated and moderated in-depth interviews, Focus Group Discussions (FGDs), and dissemination with diverse stakeholders, ranging from local communities to government officials.
- Collaborated with team members to synthesize findings into Final Report, translating data analysis into strategic recommendations for stakeholders.
- Drafted a research paper 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**

July 2025 - August 2025

- Facilitated administrative support by managing the recapitulation of sales invoices and organizing essential business documents.
- Utilized Google Sheets to execute the recapitulation of sales invoices, ensuring efficiency and minimizing errors in administrative data entry using digitalized crosschecks with other divisions.
- Streamlined the documentation process for sales records, ensuring efficient filing systems that align with best practices in administrative management

## **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 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 (3.5 GPA)**

2025-2029 (Expected Graduation)

### **Major 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.
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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.