

## SYAHRUL MUBAROK

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### PERSONAL SUMMARY

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Communicative and adaptive are one of the things in me to be able to develop relationships with good communication and can adapt. In addition, I can do problem solving which is an advantage in dealing with problems with a calm, effective and efficient.

### PROFESSIONAL EXPERIENCE

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#### Store Mulia

December 2023 – March 2024

General Administration Staff

- Record the number of sales of goods, classify and record available goods
- Record financial income and Prepare daily shopping needs

#### Internship at *Koperasi Jasa Tirta Prima PDAM, D.I. Yogyakarta*

February – March 2023

Financial Data Administration

- Input data into the system and ensure that the data entered is correct.
- Recheck data input to ensure completeness and accuracy of data.
- Maintain and store archives and make data entries in the correct computer system.
- Check the truth, validity, accuracy, and consistency of data.

### ORGANIZATIONAL EXPERIENCE

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#### Genenrasi Baru Indonesia (GenBI) Bank of Indonesia

June 2021 – July 2022

Entrepreneurship Division

- Developing work programs in the entrepreneurship division
- Preparing the EntrepreneurTalk work program
- Carrying out routine meeting agendas on GenBI in problem solving
- Contributing to GenBI activities by serving as a volunteer
- Participating in Upgrading and Endgrading GenBI activities

#### English Club of IKOPIN (ECI)

December 2020 – December 2022

Routine Sharing Division

- Preparing agendas for demisioner events and Creating routine sharing activity materials
- Contributing to preparing 150 – 200 meals for demisioner events
- Becoming a webinar committee with the theme “How English Can Benefit Millennial Generation”
- Coordinating sustainability in entrepreneurial funds to develop the organization
- Carrying out the recruitment process for new English club members of IKOPIN
- Carrying out business development with new innovations with the team and becoming a leader in coordinating members in carrying out paid promotions

### CAREER FIELDS OF INTEREST

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- Financial analysis and/or financial consulting
- Human resource development and human capital
- General affairs
- Supply chain management
- Financial administration and human capital administration

### SKILLS

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- Time management skills
- Communication and public speaking skills
- Problem solving skills
- Financial management, Accounting and taxation
- Leadership and Human resources development
- Microsoft office specialist

## EDUCATION

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**IKOPIN University – Indonesia**

**October 2019 – August 2023**

**Bachelor Degree of Management – CGPA 3.55/4.00 || Concentration: Financial Management**

I studied by taking a bachelor's or strata-1 management program with education at the Indonesian Cooperative Management Institute (IKOPIN) in 2019 and was registered as a student in that year. then, in 2022 the IKOPIN campus changed to the Indonesian Cooperative University or abbreviated to IKOPIN University

## ACHIEVEMENTS

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**Academic Achievements**

**October 2019 – August 2023**

- Graduated from undergraduate degree in management study program on time with the right results
- Successfully passed the Microsoft Office Specialist (MOS) exam: Microsoft Excel 2016 international

**Achievements in Organizations**

**December 2020 – December 2022**

- Coordinated food supplies in the reorganization event of student activity units on campus with more than 150 – 200 participants and successfully implemented according to the planning and procedures of the activity
- Successfully became the best division in the New Generation of Indonesia (GenBI)
- Successfully carried out the EntrepreneurTalk activity in achieving the goals of the entrepreneurship division work program, New Generation of Indonesia (GenBI)
- Implementation of the New Generation of Indonesia (GenBI) volunteer activity serving high school children in conveying an understanding of Bank Indonesia both on a digital and non-digital financial basis

## AWARD

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**Bank Indonesia Scholarship**

**June 2021 – July 2022**

Received an achievement scholarship from Bank Indonesia as a form of financial support in carrying out the ongoing lecture process

## CERTIFICATES AND LICENSE

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**Nestlé E-Learning Sustainability**

**January – 2025**

Nestlé

Conducting E-Learning activities on corporate sustainability in a commitment to running a business responsibly, taking into account social, economic, and environmental impacts, in order to continue to grow without sacrificing the needs of future generations.

**Microsoft Office Specialist (MOS): Microsoft Excel**

**May – 2023**

Microsoft || Score: 828

Creating and Managing Worksheets and Workbooks | Managing Data Cells and Ranges | Creating Tables | Performing Operations with Formulas and Functions | Creating Charts and Objects

**TOEFL Prediction**

**July – 2023**

LIA Bandung Language Institute || Score: 400

Successfully completed TOEFL questions with the English Proficiency Test system is a paper-based TOEFL prediction written by the LIA Language Institute to measure English language skills with offline work

**Sekolah Pasar Modal (SPM)**

**December - 2022**

Galeri Investasi IKOPIN: Finance

Carrying out special training activities on understanding capital markets in Indonesia and the world. In addition, there is a basic understanding of global investment and finance, to support knowledge about capital markets. This activity is carried out by the Kopin investment gallery which is supported by MNC Securities and the Indonesian Financial Services Authority