



MUHAMMAD IQBAL HIBATULLAH

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SUMMARY

I am a BNSP Certified Human Resource Management, starting to look for roles in human resource (open for any roles related my experiences). Love to listening to music and do cycling in a free time. Easy going and socialized with new people faster. Can do a teamwork job with new people. I am welcome for any recommendations on things to do that challenge me always to have a growth mindset.

WORK EXPERIENCE

Admin Marketing Staff – PT. KARTIKAWIRA ADISUKSES

July – October 2024

- Create Purchase Order and Sales Order
- Controlling daily and monthly sales report, including invoice
- Controlling sales process

Planning Staff (Internship) – KANTOR DESA GINTUNGKERTA

January – June 2022

- Participated in coordinating village's planning affairs
- Created village's budget plan (APBDesa)
- Controlling all document (SDGs Desa, Bansos and etc)

Production Operator – PT. EXEDY MANUFACTURING INDONESIA

December 2020 – June 2021

- Supporting production process (Supply raw materials, separate NG's products, and etc)
- Controlling all production process
- Controlling all work production area : clean
- Create continuous improvement (Kaizen)

Quality Inspection – PT. YAMAHA MOTOR PARTS MFG INDONESIA

September 2017 – March 2019

- Do inspection and measuring product after production using tools (Caliper, Zig, Dial Indicator and etc)
- Controlling all production process
- Ensure the product fit to standards company
- Create continuous improvement (Kaizen)

EDUCATION

Buana Perjuangan Karawang University

2019 - 2023

Business Administration, Faculty of Business

Vocational High School 3 Karawang

2014 - 2017

Computer Engineering

CERTIFICATION

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| • Human Resources Management Staff (BNSP) | 2023 |
| • British Council English Score – B1 Intermediate | 2023 |

SKILL

Soft Skill :

- Time Management
- Problem Solving
- English (Speaking, writing and reading)
- Fast learner
- Quickly adapt new situation

Hard Skill :

- Understand Microsoft Office (Word, Excel, Powerpoint)
- Understand Measuring tools (Zig, Caliper, Dial and etc)
- Editing (Capcut, Canva)