



Naura Hanifah Nabiha

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SUMMARY

Undergraduate Physics student at Institut Teknologi Sepuluh Nopember with strong experience in organizational management, event coordination, and data handling. Accustomed to working in structured teams, managing responsibilities, and meeting deadlines. Possesses good communication skills, attention to detail, and high adaptability. Actively seeking internship opportunities to develop professional and practical skills.

EXPERIENCE

Secretary of the Advocacy and Student Welfare Department of HIMASIKA ITS 04/2026 - Present
HIMASIKA ITS

- Manage departmental administration and secretarial activities.
- Compile, archive, and maintain complete departmental documents.
- Take minutes and document meeting results.
- Assist with the administrative needs of departmental work programs and activities.
- Remind and monitor the collection of files and activity reports.
- Support internal departmental coordination with department heads and staff.

Private Tutor for Grade 5 and 6 03/2026 - Present

- Prepare learning materials according to the curriculum and the participants' needs.
- Deliver the material clearly and interactively throughout the learning process.
- Guide participants in understanding concepts and completing practice questions.
- Monitor participant progress and engagement throughout the learning process.
- Provide evaluation, feedback, and motivation to participants.

Private Tutor for Grade 2 03/2026 - Present

- Prepare learning materials according to the curriculum and the participants' needs.
- Deliver the material clearly and interactively throughout the learning process.
- Guide participants in understanding concepts and completing practice questions.
- Monitor participant progress and engagement throughout the learning process.
- Provide evaluation, feedback, and motivation to participants.

Deputy Head of the Department of Student Resource Development 02/2026 - Present
Lembaga Minat Bakat ITS

- Assist the Department Head in managing and coordinating all Human Resources Development (PSDM) work programs.
- Oversee the implementation and progress of departmental work programs.
- Serve as a liaison between the Department Head and Human Resources Development (PSDM) staff.
- Substitute for the Department Head when absent.
- Assist in evaluating staff performance and departmental work programs.
- Support capacity development, cadre development, and staff development in accordance with the objectives of the PSDM department.

Secretary Badan Koordinasi Pemandu FSAD ITS 02/2026 - Present
Bakor BEM FSAD ITS

- Manage departmental administration and secretarial activities.

- Compile, archive, and maintain complete departmental documents.
- Take minutes and document meeting results.
- Assist with the administrative needs of departmental work programs and activities.
- Remind and monitor the collection of files and activity reports.
- Support internal departmental coordination with department heads and staff.

Electrical Physics Laboratory Assistant

02/2026 - 06/2026

Laboratorium Fisika Dasar ITS

- Electrical Physics Laboratory Assistant is a platform for us to help and facilitate physics practice and its application in everyday life.

Event Expert Staff

12/2025 - 12/2025

Ormawa Awards 2025

- The event staff focuses on the planning part, organizing the activities from start to finish.

Pemandu LKMM Pra TD "Arnava"

11/2025 - 11/2025

BEM FSAD ITS

- LKMM PRA-TD VI FSAD 'ARNAVA' 2025 is indeed a pre-basic level student management skills training that focuses on self-development and self-awareness.

Head of Events Division

11/2025 - 11/2025

Pelatihan Manajemen Organisasi

- Training activities for UKM members at ITS with materials and insights regarding organizational management. With two objectives: 1. To provide participants with insights and knowledge about organizational management. 2. To facilitate participants in understanding organizational management that can be directly applied to regeneration within the scope of interests and talents.

Basic Physics Laboratory Assistant

10/2025 - 12/2025

Basic Physics Laboratory

- The Basic Physics Laboratory Assistant is a platform for us to help and facilitate physics practicums and their applications in daily life.

Staff of Data Management

10/2025 - 10/2025

Physics Summit

- Physics Summit is an agenda of the student organization (BSO) of the physics department student association (HIMASIKA), which aims to introduce and promote the physics department to university students or high school students through Essay, Poster, and Olympiad competitions.

Staff of Data Center

08/2025 - 08/2025

Aksi Nirwasita 6.0

- Aksi Nirwasita 6.0 is one of the series of faculty-level orientation activities organized by the FSAD 2025 Student Executive Board (BEM) for new students to get to know their faculty environment, including inter-department interactions, courses, and more.

Event Staff

06/2025 - 07/2025

PPKMB ITS

- The event staff focuses on the planning part, organizing the activities from start to finish.

Chief Executive of PP MinBa

04/2025 - 06/2025

Lembaga Minat Bakat

- The Chief Executive of PP MinBa (Talent Interest Guide Training) activity is responsible for coordinating the entire series of activities, always maintaining communication, liaising with external relations, and making decisions in action.

Staff of DPD BIMITS

04/2025 - 2025

BIMITS

- The DPD BIMITS staff is responsible for conveying information regarding the KIPK scholarship, and as one of the representatives from their respective departments.

Kestari Forum Kaderisasi

03/2025 - 04/2025

Lembaga Minat Bakat

- Kestari focuses on his/her accountability in the number of participants present, then in the minutes, and conveying information in the form of feedback.

Staff of PSDM LMB ITS

02/2025 - 12/2025

Lembaga Minat Bakat

- This PSDM staff focuses on the development sector in his cabinet, then for various SMEs in KM ITS, as well as building and forming good and sustainable regeneration.

Secretary Treasurer Upgrading Staff X LMB Dolan 2025

02/2025 - 03/2025

Lembaga Minat Bakat ITS

- The Secretary Treasurer is responsible for minutes, the letter-making process, activity proposal making, and activity reports that have been carried out. In addition, he is responsible for finances, from managing them to recording them.

Staff of PSDM BENEFITS

10/2024 - 06/2025

BENEFITS

- The PSDM staff is responsible for the cabinet development process and regeneration within it, which aims to always be able to advance the staff and other management sections in the cabinet.

Staff of Event MOTION 2025

10/2024 - 02/2025

MOTION

- MOTION is a CAMPUS EXPO activity held by alumni of MAN 1 South Tangerang City. The Event Division staff is responsible for the activity, starting with the problem of the event concept, activity theme, activity management, and event needs and continuing until the event is finished.

Leader of PKPR

2022 - 2023

Pelayanan Peduli Kesehatan Remaja

- This PKPR activity is a forum for teenagers who want to know about teenage health, especially in the mental and health fields. At PKPR we are always trained to be brave, fast, active and communicative. To represent how we care about our fellow teenagers, so that they become healthy, intelligent and religious teenagers. And apart from that, we also actively carry out health checks including weight, height and eye condition. and always active and willing to prevent anemia for young women, prevent stunting and become healthy teenagers who care about the future.

Health Coordinator

2022 - 2023

Palang Merah Remaja

- In this PMR activity, it is one of the organizations under the auspices of PMI and in this PMr activity we always practice how to deal with emergency situations such as disasters, accidents and first aid. In this activity we prioritize using our minds rather than emotions or panic, because what we face is sometimes the fear that we will get stressed and not get better. This PMR activity is active in blood donation where the available blood can be accommodated for blood recipients who are desperate and in need, our sense of empathy and sympathy is needed here.

General Treasurer

2019 - 2020

Organization Of Insan harapan

- The General Treasurer here is one part of the OSIS activities, where being a treasurer is not easy but also fun. Here we are always taught to be careful, detailed and accurate in calculating money whether it is in balance or not, even though sometimes it is a headache to be part of this. an experiment and experience that will never be forgotten.

EDUCATION

Institute of Technology Sepuluh Nopember (ITS) - Physics

07/2024 - Present

- Top 10 Participants in the National Entrepreneurship Business Plan Competition at Airlangga University 2025

Senior High School of MAN 1 South Tangerang - IPA

07/2021 - 05/2024

- 10 Best Participants in the National Digital Poster Competition for High School and equivalent students in the DHIS Youth Literacy Festival 2021 event Darul hikam Integrated School Secondary

- Participants in the Physics Field of OSN-K (South Tangerang City Science Olympiad) May 24-25, 2022
- Bronze Medal in the Indonesian Basic Medicine Competition Batch 2
- Bronze Medal in the Soedirman History Olympiad
- Participants in the National High School/Equivalent Physics Competition in a series of activities for the XXXIII Physics Scientific Week in 2022 on September 8-October 30, 2022 at Semarang State University
- Participants in the Learning Content Video Competition in the 2022 Physics Tadris Scientific Fair with the THEME "STAR" which was held on November 22, 2022 by the Tadris Study Program Student Association Physics UIN Syarif Hidayatullah Jakarta.
- 2nd Place Poster Competition in the anemia counseling event for teenagers held at the Keranggan Health Center by PBL Students of the Faculty of Public Health, Muhammadiyah University of Jakarta in 2023
- Silver Medal of the Indonesian Student Olympiad in History in 2023
- Silver Medal of the National Science and Medical Olympiad in 2023 in Basic Medicine
- Gold Medal of the National Science and Medical Olympiad in 2023 in History
- Silver Medal of the National Science and Medical Olympiad in 2023 in Biology
- Outstanding Student of Class 23 MAN 1 South Tangerang City
- Youth Cadre Ambassador Anti Anemia with the theme FaSoLaSiDo (Understand Friend The First Step to Health Starts From Yourself)

CERTIFICATES

Assistant of Physics Laboratory ↗	2025 - 2025
Staff of PSDM LMB ↗	2025 - 2025
Data Center of Aksi Nirwasita 6.0 ↗	2025 - 2025
Kestari Forum Kaderisasi ↗	2025 - 2025
Head of Events Division Pelatihan Manajemen Organisasi ↗	2025 - 2025
Pemandu LKMM Pra TD Arnava ↗	2025 - 2025
Data Management of Physics Summit ↗	2025 - 2025
Upgrading Staff X LMB Dolan Participants ↗	2025 - 2025
Secretary Certificate of Upgrading Staff X LMB Dolan ↗	2025 - 2025
Physics OKKBK Certificate ↗	2024 - 2024
Certificate of Aksi Nirwasita ↗	2024 - 2024
UKM Penalaran Kajian Literasi Academy Certificate ↗	2024 - 2024
UKM Penalaran Kelas Kajian Certificate ↗	2024 - 2024
UKM Penalaran Kastras Ulas Certificate ↗	2024 - 2024
UKM Penalaran Kajian Bedah Seru Certificate ↗	2024 - 2024
UKM Penalaran Member Certificate 2024 ↗	2024 - 2024
Certificate Of LKMW ↗	2024 - 2024

Certificate of 2nd Place in Digital Health Poster ↗	2023 - 2023
KSN Physics Certificate ↗	2022 - 2022
Certificate of 10 Best Digital Poster Participants ↗	2021 - 2021

SKILLS

IbisPaintX	Advanced	Communication	Advanced
Capcut	Advanced	Responsibility	Expert
Canva	Advanced	Team Work	Expert
Microsoft Office	Advanced	Solution to Problem	Advanced
Marketing	Advanced	Adaptability	Expert

LANGUAGES

English	Intermediate	Indonesia	Fluent
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