

Andi Syahrin Nadhif Asrar

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PERSONAL INFORMATION

I was graduated majoring sect comparison and law from Islamic University Sunan Gunung Djati Bandung with my GPA 3.51/4.00, owning ability solve problem, expertise at analysis law dan taking decision at analysis law dan taking decision by data with responsible rule, with is communication ability well, owning the highest integrity, organization skills, and fast adaptation in job environment, I'm ready to adapt to environment work where I'm placed. I commit to apply my academic knowledge and problem solving skills to provide positive contribution for company through performance what structured, discipline, and the best quality.

EDUCATION

Islamic University Sunan Gunung Djati Bandung

IPK 3.52

Sect Comparison and Law

Sept 2021 – Aug 2025

ORGANIZATION

PAMASE – Head Of Leading Organisation Apparatus Section, Bandung

Jul 2024 – April 2025

WORK EXPERIENCES

Arkanta Studio - Makassar

Legal Staff & Treasurers

Jan 2024 – Dec 2024

- Drafting and executing affidavits and ancillary legal documentation, including official correspondence, while systematically organizing and preserving records within both physical and digital archival systems.
- Collecting and evaluating legal research materials, including statutory provisions, judicial rulings, scholarly legal publications, regulatory codes, and pertinent documentation.
- Creating internal control policies, guidelines, and procedures for operations such as budget management, cash and credit oversight, and accounting processes.

Diraya Gym - Bandung

Administration Staff

Jun 2025 – Sept 2025

- Managing membership administration for over 200 active members, processed and audited gym transactions, and handled customer complaints to ensure member satisfaction.
- Overseeing membership operations for 200+ members, promoted gym services through social media and direct engagement, and maintained daily facility cleanliness standards.
- Administering complete membership management for 200+ active members, processed transactions, promoted gym services, and ensured customer comfort and satisfaction.

SKILLS

Soft Skills

- Team Work
- Problem Solving
- Mastering Microsoft Office (Word, Excel, PowerPoint)

Hard Skills

- Managing, Archiving, and compiling document along writes a letters neatly
- Drafting administration report, inputting and verifying the data carefully