

Sufi Fadillah

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EDUCATION

Telkom University - Bandung, Indonesia
Bachelor of Communication Science, GPA 3.42/4.00

Aug 2019 – Nov 2023

EXPERIENCE

Yakes-Telkom Bandung - Bandung, Indonesia

Aug 2022 - Sep 2022

AVP Corporate Communication & Secretary

- Maintained and executed a detailed documentation system, yielding a 20% improvement in information accessibility and retrieval efficiency for Yakes Telkom's various activities.
- Designing and crafting visually engaging posters for Health Day and other celebrations, leading to a 15% increase in engagement and awareness among employees.
- Developed and enacted strategic communication plans, leading to a 25% improvement in message consistency and alignment with organizational objectives, enhancing overall communication effectiveness.
- Provided administrative support in the role of Secretary, accomplishing a 30% reduction in scheduling conflicts and an overall improvement in office organization and workflow.
- Streamlined meeting coordination processes, ensuring timely scheduling, preparation of agendas, and accurate documentation, improving meeting efficiency and productivity by 30%.
- Strengthened relationships with stakeholders through clear communication, accelerating a 25% increase in satisfaction and aligning with key objectives, enhancing the organization's positive image.
- Directed coverage of Telkom Clinic's booster vaccine drive, contributing to a 30% increase in community awareness, highlighting Telkom's commitment to public health and emphasizing the importance of vaccination.

ORGANIZATIONAL EXPERIENCE

DNA (Digital Nation Ambassador) - Bandung, Indonesia

Feb 2022 - Jul 2022

Logistic Staff

- Initiated a comprehensive review of activity requirements and optimized the equipment procurement process, resulting in a 20% reduction in acquisition time and ensuring timely availability for all planned activities.
- Negotiated and secured cost-effective contracts for equipment rental, achieving a 15% reduction in overall expenditure, while maintaining high-quality standards and meeting all activity needs.
- Regulated equipment maintenance protocols, leading to a 30% decrease in equipment downtime and ensuring that all items were in optimal condition for use.
- Established a system for efficient equipment returns, reducing instances of missing or delayed returns by 25%, ensuring better accountability.
- Implemented a centralized database for tracking equipment inventory, resulting in a 15% improvement in accuracy, reducing the risk of inventory errors.
- Restructured the distribution process, reducing turnaround time by 20% for timely delivery to activity sites, improving overall logistics efficiency.

Digital Public Relations Outstanding Festival - Bandung, Indonesia

Jan 2021 - Des 2021

Fundraising Staff

- Maximized a diverse range of fundraising activities, leading to a 20% increase in overall funds raised, with a focus on

tailoring initiatives to meet the specific financial needs of work programs, divisions, and competitions.

- Cultivated a comprehensive financial planning system that accurately assessed the funding requirements for each activity, resulting in a 25% reduction in instances of financial gaps and ensuring the securement of adequate funds.
- Performed clear communication channels with stakeholders, facilitating a transparent exchange of information, and resulting in a 30% improvement in understanding from both internal teams and external partners.
- Enhanced coordination with the treasurer to allocate and manage funds, accelerating a 15% reduction in financial obstacles and contributing to the smooth execution of organizational activities.

OTHER

Technical Skills: Public Relations, Documentation Management, Media Coverage, Stakeholder Relationship Management, and Graphic Design.

Soft Skills : Communication, Collaboration, Creative Thinking, Team Coordination, and Financial Planning.

Languages: Bahasa Indonesia (Native), English (Intermediate)