

Taufik Surrahman

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Dear: Human Resource Hiring Manager of Qatar Embassy in Abuja

Plot 2130, Abdu Abu Bakar Crescent
Sunrise Hills Estate
Asokoro District- FCT Abuja

As a long term admirer of the work done by the team at Qatar Embassy in Abuja, I'm delighted to submit my application for the **Political Reviewer**. As an graduate a Bachelor Degree in Public Administration from Waskita College of Social and Political Science in Malang and a Master Degree in Political Science from the University of Utara Malaysia, I'm confident that my knowledge of political and international relation issues would make me an the best candidate. Furthermore, my experience as an Arabic Translator for two years, as an Research Assistant and Political Reviewer (three years) and as an Expert Staff of Sharia Supervisory Board (two years) would make me an asset to the team at Qatar Embassy in Abuja.

I have attached my resume, which further details my skills and educational background. Thank you for spending the time to review my application. I deeply believe that my skills and qualifications make me an ideal candidate for Political Reviewer. I am extremely motivated to join your Embassy and look forward to discussing my candidacy in an interview.

Your Sincerely,



Taufik Surrahman

TAUFIK SURRAHMAN

Higher Education

Waskita College of Social & Political Sciences. Malang

Bachelor of Social Sciences in Public Administration (2015)

As a social science, public administration covers all the fields like political science, sociology, social works, economics, history, psychology, law, and some issues related to business administration, environmental science, and disaster management.

University of Utara Malaysia

Master of Arts (MA) Political Science (2020)

The Master of Arts (M.A.) in political science program focuses on analyzing interrelationships between political, economic, social, cultural and historical forces in the field of political science.

To find a wise solution, test theories, discover new facts, inform and change policy, or improve culture and societies and to gain specialist knowledge and research skills, I completed my Master of Arts Degree by research mode study.

My Research thesis contains a study of economic policy and economic development as a pattern of economic, social, and political relations in an Islamic perspective.

Research Interests

Political Science, Public Administration, International Relations,
Islamic Political Economy, Finance and Islamic Banking

Language

Indonesian, Arabic, English and Malay



Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a role in an Qatar Embassy as a Political Reviewer where I can upgrade my skills and experience.

Skill

- Microsoft office
- Organizing
- Coordination of activities
- Communication.
- Time Management
- Analysis & Research
- Self-Management
- Creative Writing
- Copywriting

Address

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Extracurricular Activities:

As a postgraduate student, to increasing experience and practicing knowledge's, I am like to active in Indonesian organizations in Malaysia namely:

- **Coordinator Department of Research and Strategic Studies 2019-2020**
The Indonesian Students Association in Malaysia

The Indonesian Students Association in Malaysia supervised by Indonesian Embassy in Malaysia is intellectual community to improve organizational skills, adding insight and supporting Indonesian Government in carrying out diplomatic functions through higher education in Malaysia.

As an Coordinator the Department I am ensuring to responses of the current regional and international issues by developing scientific knowledge, creasing critical thinking, and providing solutions through studies, research and publication.

- **Secretary General 2019-2020**
The Association of Indonesian Communities in North Malaysia

The Association of Indonesian Communities in North Malaysia was formed by the Consulate General of the Republic of Indonesia in Pinang Malaysia in 1980. An actor of grassroots diplomacy between Indonesia and Malaysia there are programs have been carried out, including:

- Partners of the Indonesian Consulate General in carrying out socialization of the Indonesian Embassy program
- Become an advocate for Indonesian Migrant Workers
- Building educational, social and business communities
- Collecting data of community members who are sick, died and assist them for treatment or return to their place of origin in Indonesia

International Experience:

As an someone who is interested in political and international relations issues, I am take part in several important events, including:

Speaker:

- Youth Forum World Day of Social Justice. 2020
- in Record Breaking of Webinar 100 hour- Non-Stop of Information of Scholarship and Study Abroad. 2020
- ASEAN Youth Conference 2019: Society 5.0 Connecting with Technology as Societies (2019)

Moderator:

- Indonesia- Malaysia Dialogue on Diversity and Development (2020)
- Indonesia-Malaysia Dialogue on The Role of Islam in Country Development (2020)
- International Seminar Collaborative on Islamic Economic (2019)

Workshops and Seminars:

Research skills are a vital part to support my study and my assignment as research assistant and political reviewer. I attended several workshops and seminars to improving my research skill namely:

- Managing and Writing Literature Review
- How to Write Coherently and Move with the Flow
- Building Academic Reputation by Scientific Publication
- Analysis Data Qualitative Using Nvivo Software
- Analysis Data Qualitative Manual Approach

Employment History:

Expert Staff of Sharia Supervisory Board 2021-2023

Bank NTB Syariah. Mataram

Expert Staff of Sharia Supervisory Board responsible for:

- Implement the relevant Islamic Banking initiatives in line with the Islamic Banking strategy.
- Perform research on Sharia aspects for each product before it's presentation to the Sharia Supervisory Board for decision making.
- Performing internal Sharia Audit to satisfy compliance by perusing a selected sample of the Bank/Branch's transactions.
- Provide regular reports to the Sharia Board and to the bank senior management, such reports include the findings of review and periodical investigation of Bank activities.
- Participating in the meetings of the Sharia Supervisory Board, and posing questions and seeking clarifications concerning Sharia compliance issues relevant to the Bank activities.
- Participate in introducing new contracts and developing products, and effectively contributing to preparing and articulating those contracts.
- Participate with the members of the Sharia Supervisory Board in representing the Bank intellectual, jurisprudence and scholarly meetings.
- Educate the Bank employees on basic principles in order to promote their jurisprudence awareness in relation to the Bank transactions together with a general knowledge of Islamic Finance transactions.
- Answer questions and clarifications sought by clients and employees concerning the Sharia correctness of some procedures or transactions, and clarifying the viewpoint of Sharia Supervisory Board, if any, otherwise he refers them to the Sharia Board to provide answers.
- Follow up and prepare for the meetings of the Sharia Supervisory Board, monitoring the findings and recommendations that are issued at these meetings, and steadily provides departments with such findings and recommendations.

Research Assistant and Political Reviewer (2017–2020)

University of Utara Malaysia

Research Assistant and Political Reviewer in School of International Studies with responsibilities:

- Assumes responsibilities and assists faculty members in research and creative activities for a designated research area.
- Researching political systems, foreign relations, government laws and regulations, and political ideologies and evaluating the effects of these on political, social, and economic spheres.
- Collecting data from various sources, such as historical documents, public opinion surveys, and election results to develop and test political theories.
- Using statistical data to analyze and interpret research findings. Forecasting political, economic, and social trends.
- Formulating reports, presentations, and/or publishing articles on research findings for various stakeholders to review.
- Monitoring current political events (local and international), policy and legislation changes, and other issues relevant to their work.
- Staying up to date with local and international political trends and developments.
- Assists in specialized administrative, technical or editorial duties connected to research and creative activities.

During my career as Graduate Research Assistant and Political Reviewer, I have completed the following projects:

- From Conflict-Resolution to Conflict Management: Perspectives of Previous Studies in Overcoming Intractability of Palestinian-Israeli Negotiation.
- Analysis of Sharia Compliant Cross-Border Tourism Industry Connectivity between Narathiwat (Thailand), Aceh (Indonesia) and Kelantan (Malaysia).
- Analysis of Food Bank Implementation in Kedah States Zakat Institution 2018-2019.
- Analysis of Zakat Distribution Impact for Students of Kedah Islamic Boarding School.
- Analysis of zakat Management in Indonesia and Malaysia comparative Studies: Batam City and Kedah States Zakat Institution.
- The Relationship of Interest in Land Acquisition Policy of Tourism Area in Lombok.

Arabic Translator (2016 -2017)

Pustaka Ilmu Nur Muhammadi. Selangor Malaysia

As an Arab translator to Malay I am responsible for:

- Read given material and research industry-specific terminology.
- Convert text and audio recordings from one language to one or more others.
- Ensure translated content conveys original meaning and tone.
- Prepare subtitles for videos and online presentations.
- Cross-reference specialized dictionaries and translation tools to check quality of translation.
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Ensures meaning and context are maintained, creates glossaries or term dictionaries.
- Follow up with internal team members and clients to ensure translation meets their needs.
- Edit content with an eye toward maintaining its original format.
- Network with field experts to stay current on new translation tools and practices.

Thank you for your time. I look forward to speaking with you about my experience and passion for all aspects of web political science, public policy, international relation, Islamic political economy and Islamic Banking. You can reach me at phone number: +681353660095 and email: t.surrahman31@gmail.com. I would love the chance to further discuss the position and what skills I'd bring to the job.