

# BELLA FARIZA HANIFA

Excel & Data Specialist • Video Editor • Translator

## CONTACT

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☎ +62 859 2052 7402  
📍 Jakarta, Indonesia  
🌐 Open to fully remote

## PORTFOLIO

<https://shr.pn/bellafarizaportfolio>

## EDUCATION

Bachelor's Degree  
Psychology  
Universitas Padjadjaran  
2011 - 2016

## LANGUAGE

Bahasa Indonesia - Native  
English - Intermediate

## WORK EXPERIENCE

### HUMAN RESOURCES

*At various company*  
2016 - now

Handled full-spectrum HR responsibilities across recruitment, onboarding, people development, organizational design, employee relations, and offboarding.

## PROFESSIONAL SUMMARY

Versatile professional with 10 years of HR experience and a diverse skill set spanning **data analytics, video editing, and translation**. Highly detail-oriented and adaptable, with a passion for data and technology. Seeking fully remote opportunities where I can apply my technical skills in Excel, content creation, or quality assurance.

## WHAT I OFFER



### Excel & Data

Dashboards, reports, & advanced formulas



### Video Editing

CapCut edits for social & professional use



### Translation

Indonesian ↔ English, docs & subtitles

### Microsoft Excel

- Data processing & cleaning
- Dashboard creation
- Advanced formulas (VLOOKUP, INDEX/MATCH, PivotTables, Power Query)

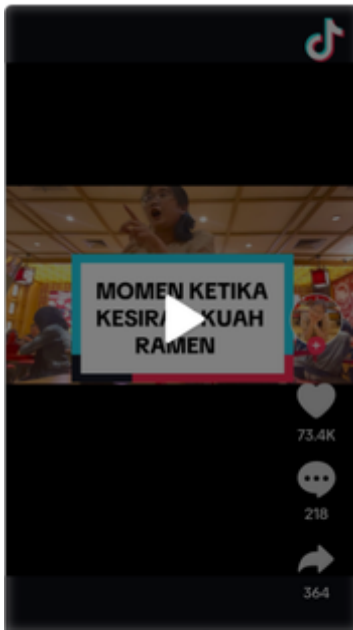
### Video Editing

- CapCut (mobile & desktop)
- Short-form content, reels & social media videos
- Long-form video for personal or assignment used
- Subtitling, transitions, audio sync

### Translation

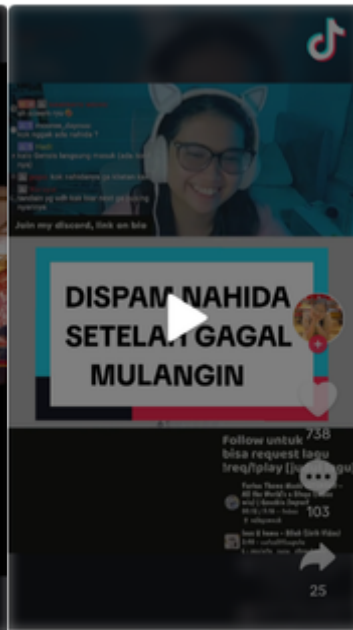
- Indonesian ↔ English
- Documents, subtitles, correspondence

# VIDEO EDITING PORTFOLIO



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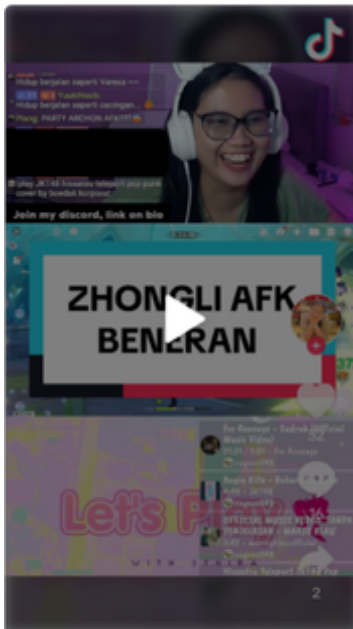
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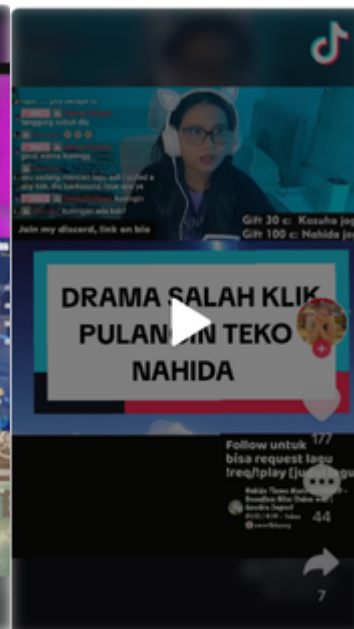
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