



1. If anything was possible, what would your dream job be, and why?

If anything was possible, the dream job that I will always want would feel like less work and more like having purpose. It is stepping into a role where every task challenges me, every project excites me, and responsibilities are enjoyed rather than doing it because of obligation. I want to be part of something bigger, where all ideas are heard, growth is encouraged, and success is shared. With my foundation in Office Administration, I've learned the importance of organization and adaptability, however my dream job would be more like a routine and make it about creating an impact, not just for myself but also to my surroundings. I also want to be involved in leadership, creativity and service that will also share positive impact to the other people. Overall, it can be said that the dream is a job that would feel more about doing it with purpose and passion.

2. Have you ever experienced a stressful situation in your past workplace (college if fresh graduate), what was it and how did you overcome it?

Writing a feasibility study with limited teachings from the adviser and only relying on past studies was a situation I've not expected especially given the role to manage and lead a 12-member group. Decisions were all over, from dividing the work into every member, and the worst thing that could happen is only having limited resources from devices to internet connection because of financial difficulties. A lot of adjustments were made and as a leader with the resources I need to sacrifice most of my time to complete the deadline and only giving them tasks that require their resource availability only. However, time has passed, and tasks are getting more difficult, the sacrifices I made are having a toll on my mental and physical health. Therefore, I need the whole team to meet every week to let them use the available resources but as for my observation, no one seems to care, I did not realize that they only rely on me from day 1, they don't even know the topic of the study. I was devastated, I thought I failed as a leader, and I only wanted to help them. So, to overcome this stressful situation, I needed to be strict and make them find a way to any resources to just complete the study, some able to help the team and some are not so decisions with the guidance of the adviser are to be made and unfortunately two of the members were dropped because of zero coordination of the team. It was never in my plan at first but all of the efforts reaching out to them are getting zero results. Finally, the team managed to get the achievement of "Best in Feasibility Study" during our graduation because of the rules, coordination, communication and relationship that we built while making it.



3. In your previous position, what task did you find most challenging and why? What task did you enjoy most and why?

During my internship in a government office as the assistant of Employee Functional Supervisor, the HR-related work like organizing records and handling documents was fast-paced. The pressure was all over from completing it with accuracy, confidentiality and limited time. The task of organizing the payroll of more than 200 employees and coordinating it with other documents needs to be verified. It was a lot of documents and repetitive, but no mistake should be made, and that is also a challenge because if you will be complacent, you will likely make an error that will have consequences after. Nevertheless, there's always a light in a dark tunnel, fortunately my supervisor appreciates the work I'm doing, and after doing all tasks we free ourselves from stress and pressure by eating out in our favorite places and always teaching me how her job works and that's what I enjoy the most because even if we're freeing ourselves from work, we still enjoys to do what we love and still learning.

4. How would your past colleagues or managers describe your work ethic?

At school, I'm often get appointed to lead a group project for years and I always hear appreciation from my team members that I was able to manage to have good result by giving them each task, plans and teaches them what they should do but also appreciating and recognizing them by trusting me to give decisions and guidance. In the other hand at my two internships, I was able to get good results from my booklet, recognitions and appreciations from my supervisors from government offices that I manage to do my task with accuracy, confidentiality and professionally with limited supervision. These acknowledgements were good enough perhaps to prove that my work ethic is good. I appreciate that their guidance was also the influence how I do my work and the things that needed to improve to be able to get the best version of myself, increase productivity and efficiency.

5. What personal or professional accomplishments are you most proud of?

Having accomplishments is the one that pushes me to be the best version of myself. That includes, even if I get tired of life and on the verge of giving up, I still be able to wake up every day and choose to continue and always remind myself that "everything will be okay". Additionally, because of that I was able to accomplish school recognitions like "Academic Excellence" and "Best Feasibility Study" and appreciation from the government offices I was in especially from my supervisor that said "Arah you are my first intern I ever chose for years and I'm really glad that you exceeded my expectation and I hope you will share your greatness to the others just like you did here", that acknowledgement was more than what I wished for, it is an accomplishment that helped me to go through challenges and to finally recognize my efforts and myself.