

# AFRIZA FASTAQIMUMMALKA

Bandung, West Java | +62 82126539759 [zafastaa43@gmail.com](mailto:zafastaa43@gmail.com) | An expert in entering data using Microsoft Excel and some entry-level coding and also able to communicate and speak Japanese.

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## ORGANIZATION EXPERIENCE

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### Informatics Student Association| October 2023 – January 2026

- Actively involved in organizing academic and non-academic programs within the informatics department.
- Coordinating and supporting events, workshops, and student development activities.
- Contributing to teamwork, communication, and organizational management.

### Students Association| January 2023 - December 2024.

- Assisting the leader to make a better organization.
- Setting the concept, event's preparations, target, project trackers, team development, and growth strategies of the project organization.

## WORKING EXPERIENCE

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### Headscarf Seller| July 2022 - July 2023.

I worked as a headscarf seller for 1 years. The Experience I gained varied in how to communicate with buyers, find out what the buyer likes, and please the buyer.

### Clinic Admin & Medical Record Serves | February 2024 – February 2025

- Managing the patient registration at the clinic, including data recording, and administrative verification
- Handling medical records management, ensuring accurate documentation and secure patient data storage

## EDUCATION

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### TECHNOLOGY HIGH SCHOOL MANDALA (STTM) – Bandung, West Java 40284

- **Informatics Engineering**  
*Informatics Engineering College Student (April 2023 - July 2027)*
- **SMAN 1 CICALENGKA – Kabupaten Bandung, West Java 40395**

### Language Literature | May 2018 – May 2021

*Language Literature Student (April 2018 - July 2021)*

## PROJECTS

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- Clinic Web Service – Patient registration, visit management, and medical records system.
- E-Commerce Web Service – Product management, cart, checkout system.
- Visual Basic Clinic App – Desktop app for patient, visit, and medical record management.

## SKILLS

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**Soft Skills :** Time Management, Negotiation, Team Work, Analyze, Detail Oriented, Communication, Leading Team, Critical Thinking

**Hard Skills :** English Language, Japanese Language

**Software Skills :** Microsoft Excel, Word, Power Point, Visual Basic, Python, PHP, JS, CSS