

# FATHIYA NURAINI FAHMA

JUNIOR PROGRAMMER & STAFF ADMINISTRASI

## PROFILE

Hi, I'm 25th years old (in July). I have a passion in the computer field since I was in elementary school. At the first time, I studied Microsoft Office and basic knowledge about computers and networks. As technology develops, passion in this field is increasing. I have a great desire to master any programming language to create an application program on a computer. Currently studying and exploring HTML and CSS (bootstrap), PHP programming language along with frameworks, mysql databases, and git. But, I admit, I still have a lot to learn.

## EXPERIENCE

### Staff Administration at LSP Insepector Indonesia

Oct 2015 – Apr 2016

- Management of office equipment
- Maintaining a clean and enjoyable working environment
- Handling external or internal communication or management systems
- Managing clerical or other administrative staff
- Organizing, arranging, and coordinating meetings
- Sorting and making office income and expense reports

### Staff Administration/ Web Developer intern (basic application program) at Badan Wakaf Al-Qur'an

July 2016 – Jul 2017

- Create a customer data input web
- Manage web data input web
- Create a customer data input database
- Sorting and making office income and expense reports

### Staff Administration at PESAT Bimbel

July 2019 – Nov 2019

- Management of office equipment
- Maintaining a clean and enjoyable working environment
- Handling external or internal communication or management systems
- Managing clerical or other administrative staff
- Organizing, arranging, and coordinating meetings
- Sorting and making office income and expense reports
- Making and manage blogs

## EDUCATION

### Universitas Islam Attahiriyah, Tebet, South Jakarta

August 2014 – July 2017

Only until semester 6. But I learned a lot of programming languages and helped make applications for friend's theses.

## INFO

### ADDRESS

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### DATE/ PLACE OF BIRTH

July 5th, 1995 Cilacap

### NATIONALITY

Warga Negara Indonesia

### LINKS

📷 [instagram.com/fathiya.nf](https://www.instagram.com/fathiya.nf)

📘 [facebook.com/fathiyafahma](https://www.facebook.com/fathiyafahma)

📁 [github.com/FathiyaFahma/myportofolio.git](https://github.com/FathiyaFahma/myportofolio.git)