

# Fattah Ahmad

Kotamadya Cirebon, Jawa Barat, Indonesia

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I am a beginner in Web Development and Data Entry, with a solid foundation in HTML and CSS. Although still in the early stages, I am continuously developing my skills through various small projects and academic assignments. In data entry, I possess basic abilities to manage and process data accurately, and I am committed to learning and growing further in both fields.

## Work Experience

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### Administrative Intern • Kejaksaan Negeri Kota Cirebon

Mar 2021 - Jun 2021 | Cirebon, Jawa Barat, Indonesia

- Drafted official letters and other administrative documents.
- Archived important letters and ensured documents were organized properly.
- Monitored employee data and ensured accuracy and up-to-date information.

### Freelance Data Entry • PLN ULP SUMBER

Sept 2022 - Oct 2022 | Cirebon, Jawa Barat, Indonesia

- Created new email accounts and input customer numbers into these emails.

## Education

### Universitas Catur Insan Cendekia

Computer Software Engineering • 2023 - 2027

Skills: Web Development · Web Design · Data Entry

### SMKN 1 Cirebon

Computer Software Engineering • 2019 - 2022

## Skill

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- **Web Development:** HTML, CSS, PHP
- Data Entry

## Languages

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- Indonesia: Native
- English: Professional Working Proficiency