



MUHAMMAD KHALILURRAHMAN

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PROFILE

A highly engaged and committed graduate of SMA Triguna 1956 Jakarta. I possess a strong background in organizational leadership, evidenced by my service as Head of the IT Division in the Student Organization (OSIS), Secretary of the South Jakarta Saka Bhayangkara Council, and Head of the Red Cross Youth Unit. I am proficient in Ms Word and Excel and have demonstrated capability in public speaking. I am eager to apply my robust organizational skills and communication abilities in a challenging and dynamic professional setting.

ORGANIZATIONAL EXPERIENCE

- Secretary of the South Jakarta Saka Bhayangkara Council**2023 - Present
- Managing and organizing all incoming and outgoing correspondence, archiving, and documentation related to the Saka Council's activities.
 - Ensuring that all records, membership data, and activity reports are handled neatly and accurately.
 - Taking minutes of meetings for the Saka Council and Saka Assemblies (Musyawarah Saka).
 - Being responsible for compiling periodic reports (e.g., quarterly reports) on membership numbers and activity implementation to the Kwartir (Quarter) through the Pamong Saka (Saka Guide).
- Head of the IT Division at the Student Organization (OSIS)**2023 - 2024
- Providing technical and operational support for all OSIS events, such as setting up presentation equipment (projectors, sound), and handling graphic design (posters, banners) and promotional videos for activities.
 - Planning and developing simple information systems or databases for internal needs, such as event registration systems or OSIS member data collection, to improve work efficiency.
- Head of the Red Cross Youth Unit at SMA Triguna**2023 - 2024
- To lead all daily and weekly operational activities of the PMR, and to coordinate the planning, execution, and evaluation of annual work programs, such as first aid training and blood donation drives.
 - Responsible for ensuring the smooth execution of routine development and training processes for all PMR members, including skill enhancement and understanding of Red Cross materials.

EDUCATION

- Bachelor of Software Engineering Program**2025 - now
- Indramayu State Polytechnic
- SMA Triguna 1956 Jakarta**2022 - 2025
- Social Sciences Major
 - Final Score 83/100
- SMPN 153 Jakarta**2019 - 2022

ADDITIONAL INFORMATION

- Skills:** Ms. office, public speaking, leadership
- Languages:** Indonesian, English (pasif), Japan (pasif)
- Awards/Activities:** Involved in and contributed to Scout Special Interest Unit (Saka) activities at district, regional, and national levels.