Muhammad Rifki Fahrezi

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About Me

I am Muhammad Rifki Fahrezi, a 2025 graduate majoring in Information Technology. I have experience in designing websites. With a good understanding of information technology, data management, and web-based application development, as well as the ability to work in detail and in an organized manner, I am ready to contribute to improving the company's operational efficiency through technology-based solutions.

Education

- Vocational High School - Office Management Automation
- Bina Sarana Informatika University S1 - Information Technology

- NEM 82,75
- IPK 3.94/4.00

Work experience

Ministry of Home Affairs

Administration of the Directorate General of Regional Autonomy | Internship | 2019

- Document duplication (photocopying).
- Compiling and storing files in filing cabinets according to filing procedures.
- Inputting letter agendas by copying data from books into digital format (softcopy).
- Receiving and distributing incoming letters.
- Disposing letters to related parties.
- Recording and preparing files for delivery.
- Serving incoming mail administration.
- Compiling and typing a list of filing cabinets.
- Arranging and tidying up documents according to filing standards.

Ministry of Health - PT Gajah Jaya

General Bureau | Contract Employee | 2023-2024

- Designing the Ministry of Health's E-Building Website using Laravel
- Designing ASN ID Cards, Outsourcing, Security and Honorary
- Inputting data and monitoring the Ministry of Health's 2023 Homecoming
- Inputting data for weighing assessments at the Ministry of Health's Bootcamp and Fitness Center
- Assisting if there is a software and hardware error
- Inputting monitoring of the implementation of the 2024 budget
- Person in Charge of the 2023 Health Crisis Center

Ministry of Health Warehousing - PT. Sekaiichi Dwiputra Service

Warehouse Admin | Contract Employee | 2025

- Ensure In-Out Activities as ordered
- Conduct supervision & Recording Related to In-Out Activities
- Re-report the results of In-Out activities to the Warehouse manager
- Recap Daily Reports related to In-Out Activities
- Create Monthly and Annual In-Out Recap Reports.

Organizational experience

Intra-School Student Organization (OSIS)

Secretary for the Field of Preliminary Life Development of National Defense

- Preparing concepts, monitoring and coordinating School Environment Introduction Period (MPLS) activities together with Teachers.
- Creating a schedule of scouting activities at the Friday Saturday Sunday Camping event.

Programming Skills and More

Soft Skills: Critical Thinking, Public Speaking, Teaching/Mentoring, Problem Solving, Leadership, Teamwork, Adaptability, Creativity

Programming Languages: JavaScript, Ruby, Python, Java, PHP, Dart, C#

Frameworks & Libraries: Laravel, Node.js, Flutter, Bootstrap

Frontend & Styling: HTML, CSS, Tailwind CSS

Database: MySQL

Content Management & Blogging: WordPress, Blogger

Development Tools & IDEs: NetBeans

Design & Prototyping: Figma, Photoshop

Office & Productivity: Microsoft Office

Training and Certification

- Ruby Programming Language Training – Prograte (January 2021)
- Python Programming Language Training – Prograte (January 2021)
- HTML & CSS Programming Language Training – Prograte (January 2021)
- Java Script Programming Language Training – Prograte (January 2021)
- Java Programming Language Training – Prograte (January 2021)
- Entrepreneur Seminar "Set Up Your Mind To Be A Young Entrepreneur" – UBSI Entrepreneur Center (June 2020)
- Thematic seminar of the achievement center "Becoming an Extraordinary Student, Not an Ordinary One" – UBSI (October 2020)
- The Inspiring Qur'an Activity "90 Days of Growing with the Qur'an" – Bee White Management (October 2020)
- Competency Certification "Program Analyst" - National Certification Agency Profession (August 2023)