

# MUHAMMAD SYAHRUL NIZAM

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Pekanbaru, Indonesia

Student of Riau University's Department of Business Administration. Business development and data analytics enthusiast with a strong foundation in business strategy and analytical thinking. I am capable in a range of tools, including Microsoft Office, Tableau, SQL, and R, which I leverage to solve complex problems and create value-driven solutions

## Education

### Universitas Riau – Pekanbaru

Aug 2021 - Now ( 8<sup>th</sup> Semester)

Bachelor of Business Administration, 3.63 / 4.00

Relevant Courses: Entrepreneurship, Leadership, Business Qualification Studies, Risk Management, and Product and Brand Management

## Certification

- [Wirausaha Kampus Merdeka Batch 2 \(Wirausaha Merdeka\)](#)
- [Digital Marketing Badan Nasional Sertifikasi Profesi \(BNSP\)](#)
- [Latihan Kepemimpinan Manajemen Mahasiswa Tingkat Dasar \(Universitas Riau\)](#)
- [Google Data Analytics](#)

## Work Experience

### Infinite Learning - Remote

Sep 2024 - Dec 2024

Project Manager

- Led a team of 11 members in successfully launching a website, coordinating cross-functional teams to ensure timely completion.
- Managed all phases of the project, including planning, design, development, and deployment.
- Conducted regular check-ins to proactively identify and resolve challenges, ensuring the project remained on track and executed smoothly.
- Collaborated closely with developers and designers to ensure the final product met business objectives and aligned with user expectations..

## Leadership Experience

### MBKM Wirausaha Kampus Merdeka Universitas Riau - Pekanbaru

Aug 2023 – Dec 2023

Team Leader Kaca Bags

- Managed a manufacturing business project, achieving sales of over 46 units and generating revenue of Rp. 2,695,000 during the Expo Days at Living World Mall, Pekanbaru.
- Led a team of 4 members and developed job descriptions for key roles, including Finance Officer, Marketing Officer, and Secretary, to ensure clear responsibilities aligned with the project's objectives.
- Coordinated with mentors, coaches, lecturers, and program organizers to ensure project milestones were achieved on schedule
- Conducted weekly team meetings to review progress, address challenges, and develop strategies to improve performance

### Program Pembinaan Mahasiswa Wirausaha (P2MW) Kemdikbud - Pekanbaru

May 2024 - Oct 2024

CEO Servis Aja

- Founded and led Servis Aja, securing funding of Rp 13,000,000 as one of the top 19 teams representing Universitas Riau in the P2MW program
- Developed job descriptions for key roles, including Finance, Marketing, and Operations, to ensure clear allocation of responsibilities.
- Managed daily operations to ensure efficiency and delivery of high-quality services.
- Built partnerships and identified opportunities to expand the business's reach
- Monitored and optimized performance to enhance customer satisfaction and operational effectiveness

### Himpunan Mahasiswa Administrasi Bisnis - Pekanbaru

May 2023- Mar 2024

Business Entrepreneurship Manager

- Led a team of 14 members in executing 8 strategic work programs aimed at enhancing entrepreneurial initiatives
- Design and create new products for the development of Kedai Adbis in business administration.
- Build and maintain relationships with other entrepreneurs in the social sciences and political sciences faculties
- Develop and implement innovative strategies to drive growth and profitability of Kedai Adbis

# Organizational and Voluntering Experience

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<b>Ikatan Pelajar Mahasiswa dan Pelajar Kota Batam Pekanbaru</b> <i>Staff of the Cadres Departement IPMKOB-P</i> <ul style="list-style-type: none"><li>Organized programs to support member development and leadership training.</li><li>Collaborated with team members to enhance communication and teamwork within the organization.</li><li>Helped develop strategies to increase student participation and membership.</li></ul>	Mar 2022 – Jan 2023
<i>Secretary of Infokom Department</i> <ul style="list-style-type: none"><li>Handle both internal and external communications to ensure smooth operations within the division.</li><li>Organize meetings, document key decisions, and follow up to ensure agreed actions are implemented.</li><li>Prepare detailed activity reports and provide updates on the division's progress.</li><li>Oversee the execution of Infokom programs, ensuring everything runs according to plan.</li></ul>	Mar 2023 – Jan 2024
<b>Kuliah Kerja Nyata Muara Lembu - Kuantan Singingi</b> <i>Leader Of Team</i> <ul style="list-style-type: none"><li>Successfully managed and completed 14 major work programs, demonstrating strong organizational and leadership skills..</li><li>Designed and launched a 1,000-seed planting initiative in schools and institutions across Muara Lembu</li><li>Led community-focused waste recycling projects, including ecobrick production and educational sessions for students and children.</li><li>Created a program to promote clean and healthy living in the village, showing a strong commitment to community development and sustainability..</li></ul>	1 Jul – 10 Aug 2024

## Technical and Personal Skills

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- Technical Skills:** Microsoft Office, Spreadsheet, SQL, Big Query, Figma,Canva,Tableu,R
- Management Skills :** Project management and planning, problem-solving and decision-making, adaptability and flexibility
- Communication Skills:** Verbal and written communication, Presentation and Public Speaking
- Language :** Indonesia, English