

Muhammad Nafis Abdillah

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PROFILE

I am a graduate of a Vocational High School majoring in Accounting, and I am currently pursuing a degree in Informatics Engineering at Nahdlatul Ulama University Indonesia. I possess strong skills in computer operations, including Microsoft Office, spreadsheets, and data processing. In addition, I am actively involved in the eSports community, particularly in Free Fire, with experience as a staff member, team manager, and event committee. Through these experiences, I have become accustomed to managing member administration, planning and executing events, building relationships, and creating publication content. Although I do not yet have formal work experience, I have developed my abilities through self-practice, personal projects, and organizational involvement. With a combination of my accounting background, interest in technology, and experience in eSports community management, I am ready to contribute to various positions that require accuracy, analytical skills, proficiency in office applications, as well as organizational and communication abilities.

PENDIDIKAN

SDIT Nahwa Nur <i>Integrated Islamic Elementary School</i>	Bogor, West Java <i>June 2012 – June 2018</i>
SMPIT Nahwa Nur <i>Integrated Islamic Junior High School</i>	Bogor, West Javat <i>July 2018 – June 2020</i>
MTs Hidayatut Thalibin <i>Islamic Junior Secondary School</i> <ul style="list-style-type: none">Final Grade: 8.5/10.0 (Ranked 1st)	Bogor, West Java <i>July 2020 – June 2021</i>
SMK ARRAHMANIYAH <i>Vocational High School – Accounting and Financial Institution</i> <ul style="list-style-type: none">Final Grade: 8.9/10.0 (Ranked 2nd)	Bogor, West Java <i>July 2021 – June 2024</i>
Nahdlatul Ulama University Indonesia <i>Bachelor's Degree in Informatics Engineering</i> <ul style="list-style-type: none">Current GPA: 3.56/4.00 (Semester 3)	Bogor, West Java <i>October 2024 – Present</i>

WORK & INTERNSHIP EXPERIENCE

Field Work Practice (Internship) <i>Administration and Data Entry (Village Office of Kemang)</i> <ul style="list-style-type: none">Managed and processed population data: Responsible for recording residents' data such as ID cards, family cards, and other information accurately in the administrative system.Drafted and processed official letters: Assisted in preparing documents such as certificates, domicile letters, and other administrative correspondence, both manually and digitally.Maintained administrative books: Recorded and updated various administrative documents, including guest books, agendas, and inventory logs in accordance with regulations.Assisted in public services at the Village Hall: Provided technical support for public services, including handling document requests and assisting residents with administrative needs.	Bogor, West Java <i>November 2022 – December 2022</i>
Freelance <i>Esport Tournament Organizer</i> <ul style="list-style-type: none">Participant registration & validation: Managed tournament registration process, verified incoming data, and ensured all participants were properly recorded in the system and spreadsheets.Match schedule preparation: Created, managed, and distributed tournament schedules, and published them via spreadsheets and tournament management tools.Match result recap: Recorded match outcomes in real-time and inputted data into tournament systems for documentation and publication.Post-event reporting & evaluation: Compiled administrative reports, including event compliance, team performance, and statistics, documented in spreadsheets.Documentation & correspondence: Prepared official documents such as invitations, sponsorship agreements, and approval forms for administrative purposes.	Bogor, West Java <i>December 2022 – Present</i>

ORGANIZATIONAL & COMMITTEE EXPERIENCE

Esport Community <i>Staff & Organizer</i> <ul style="list-style-type: none">Managed and updated community member data regularly, including biodata, roles, divisions, and contacts, using spreadsheets and online databases.Coordinated recruitment processes, team promotions, open member registration, selection of new players, and member data management.Oversaw community databases and administration, monitored development, and prepared activity reports.Coordinated, delegated tasks, and supervised community activities; maintained effective communication across divisions.Built strong relationships to increase solidarity and collaboration among members.Designed strategic community programs to support development and sustainability.Prepared proposals and reports: Created event proposals for sponsors and institutions, compiled participant lists, match results, and evaluation reports.	Bogor, West Java <i>June 2021 – Present</i>
Team Manager <ul style="list-style-type: none">Supervised and managed esports teams in planning, training, competition preparation, and performance evaluations.Scheduled training sessions, matches, and tournaments to ensure team consistency.Conducted scouting and selection to fulfill team composition needs.Acted as liaison between players, community, and external stakeholders to ensure smooth communication and coordination.Drafted team performance reports and developed long-term improvement plans.	<i>June 2021 – December 2024</i>

E-Sport Graphic Designer

June 2021 – Present

- Designed and created publication materials to support tournament execution and community events.
- Developed branding assets through graphic design, digital promotion, and documentation.
- Prepared event documentation to ensure publications aligned with organizational standards.
- Collaborated with internal divisions and external media partners to optimize publication effectiveness.
- Supported community engagement through consistent and informative visual content across digital platforms.

Event Committee – Dies Natalis of Nahdlatul Ulama Indonesia University

Bogor, West Java

Division: Sponsorship and Media Partner

June 2025 – July 2025

- Menyusun jadwal pertandingan, bracket, serta aturan teknis lomba.
- Mengelola registrasi peserta, verifikasi tim, dan administrasi data lomba.
- Berkoordinasi dengan caster, wasit, dan tim teknis untuk kelancaran jalannya pertandingan.
- Menyusun laporan hasil pertandingan serta melakukan evaluasi penyelenggaraan lomba.

Division: E-Sport Mobile Legends Competition

June 2025 – July 2025

- Designed competition concepts and formats for Mobile Legends tournament.
- Prepared match schedules, brackets, and technical documentation.
- Managed registration, verification, and administration processes.
- Coordinated with casters, referees, and technical teams for smooth competition execution.
- Prepared match reports and evaluation for post-event review.

PELATIHAN

- **MYOB Accounting** | 2021-2023 | Extra Class
- **Microsoft Excel: Basic Formula** | MySkill 2025 | Certificate | Portfolio
- **Microsoft Excel: HLOOKUP and VLOOKUP** | MySkill 2025 | Certificate | Portfolio
- **Digital Marketing: Creating Marketing Campaign** | MySkill 2025 | Certificate | Portfolio
- **Finance and Accounting: Accounting Fundamental** | MySkill 2025 | Certificate | Portfolio
- **Software Engineering: Wordpress Introduction** | MySkill 2025 | Certificate | Portfolio
- **Software Engineering: Website Development - Front End** | MySkill 2025 | Certificate | Portfolio
- **UI/UX Research and Design: Introduction to UX Research** | MySkill 2025 | Certificate | Portfolio

PRESTASI

- Qur'an Recitation Graduation Juz 30 – SDIT Nahwa Nur
- Qur'an Recitation Graduation Juz 29 – SMPIT Nahwa Nur
- Qur'an Recitation Graduation Juz 28 – SMPIT Nahwa Nur
- 1st Place – Qur'an Recitation Contest "Most Verses Memorized" | SDIT Nahwa Nur
- 1st Place – Qur'an Recitation Contest "Most Verses Memorized" | SMPIT Nahwa Nur
- 1st Place – Science Olympiad | SMPIT Nahwa Nur
- 1st Place – Smart Competition | SMPIT Nahwa Nur
- 1st Place – Smart Competition | SMK Arrahmaniyah
- 1st Place – Qur'an Recitation Contest | MTs Hidayatut Thalibin
- 2nd Place – Mobile Legends Tournament | SMK Arrahmaniyah
- Finalist – Garena Youth Championship 2023 (Free Fire Inter-School Competition, Bogor)
- Finalist – Tax Competition & Olympiad | Trisakti University
- 2nd Place – Free Fire Online Tournament

PARTICIPATION

- Garena Youth Championship 2025 – Free Fire E-Sport Competition among schools in Bogor Regency
- Islamic Education Olympiad – National Level (High School/Vocational School)
- E-Sport MLBB Competition – DIII Accounting Program, Trisakti University
- National Workshop "Application of Digital Accounting" – DIII Accounting Program, Trisakti University
- Talkshow "Psychology Graduate Beyond the Degree: Building a Career in Psychology" – Psychofest 2025

PUBLICATIONS

- Journal Article Publication: *The Impact of ChatGPT Usage on the Process of Completing Academic Assignments by Students*, **Journal Dunia Pendidikan**, 2025. Journal Link

SKILLS

- **Languages:** Indonesian (Native), English (Intermediate)
- **Hard Skills:** Microsoft Office (Word, Excel, PowerPoint), G-Workspace (Google Docs, Spreadsheet, Slides, Form), Zoom, Mobile Design (Canva, Pixellab, Kinemaster, Picsart)
- **Soft Skills:** Discipline, Critical Thinking, Communication, Problem Solving, Adaptability, Leadership in Project Management