

FIGKY MANDALA PUTRA

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Fresh Graduate from Caltex Riau Polytechnic. Has internship experience at the ministry of education and culture as a technical writer, likes things related to systems analysis, likes things related to business design documents. a little mastery of frontend developer HTML, CSS with the Laravel framework

Experiences

Politeknik Caltex Riau - Pekanbaru, Riau <i>Programmer (Freelancer)</i> Freelancer in creating a Garuda Indonesia Airline passenger flight schedule reminder application <ul style="list-style-type: none">Created a flight schedule reminder application for Garuda Indonesia passengers.Developed a robust backend using PHP and MySQL to ensure real-time flight schedule updates.Designed and implemented a responsive frontend using Laravel, CSS, and JavaScript.Integrated WhatsApp API via Zenziva to automatically send flight reminders to passengers' WhatsApp numbers, ensuring timely notifications.	Aug 2024
East Labuhbaru Subdistrict Office - Pekanbaru, Riau <i>Student Final Level Research (Programmer)</i> The Labuh Baru Timur Community Office serves as a central hub for the residents of Labuh Baru Timur. It provides a platform for direct interaction with the government, enabling citizens to express their concerns and seek resolutions to community issues. <ul style="list-style-type: none">Developed a web-based application to monitor mosquito larvae inspections in East Labuhbaru Subdistrict.Designed the UI/UX layout and implemented the frontend using Laravel, CSS, JavaScript, and HTML.Built the backend with PHP and MySQL to store and manage inspection data.Performed black-box testing and user acceptance testing to ensure functionality and usability.	Apr 2023 - Jul 2024
Direktorat Jenderal Pendidikan Tinggi, Kementerian Pendidikan dan Budaya, Riset dan Teknologi - Jakarta Pusat, DKI Jakarta <i>Certified Technical Writer Internship Batch 5</i> The Indonesian Ministry of Education, Culture, Research, and Technology (Kemendikbudristek) is responsible for all levels of education, culture, research, and technology development in the country. It reports directly to the President. <ul style="list-style-type: none">Developed clear and concise application manuals with step-by-step instructions and feature descriptions.Collaborated with a cross-functional team to gather information and update documentation.Created flowcharts and scenarios to improve user understanding of processes.Enhanced manuals for better usability and clarity based on feedback.Assessed user and developer needs to ensure documentation met requirements.Attended meetings, documented key points, and created actionable guides for the team.	Aug 2023 - Dec 2023
Face Recognition System with IP Cam/CCTV (Lecturer Research) - Politeknik Caltex Riau, Pekanbaru, Riau <i>Document Writer</i> This system is research on computer vision which aims to detect faces using IP Cam/CCTV. The result of this system is that the system can detect/recognize faces and count the number of students in the classroom. The models used are HOG, Har Cascade, and Tensorflow. <ul style="list-style-type: none">Developed comprehensive functional specification documents outlining requirements, features, and technical specifications.Created detailed user manuals with step-by-step instructions, screenshots, task examples, troubleshooting tips, and FAQs.Designed complete installation guides, including prerequisites, setup steps, configuration options, and solutions for potential issues.	May 2023

Education Level

Politeknik Caltex Riau - Pekanbaru, Riau <i>Diploma in Information System, 3.73/4.00</i>	Aug 2020 - Sep 2024
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Organisational Experience

KPPS Pemilu - Pekanbaru, Riau <i>Member</i> The Voting Organizing Group or abbreviated as KPPS is a group formed by the Voting Committee to carry out voting at polling stations. <ul style="list-style-type: none">Ensured fair, transparent, and orderly elections by verifying voter identities, issuing ballots, and counting votes.	Jan 2024 - Feb 2024
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- Maintained election integrity by preventing fraud, keeping accurate records, and resolving disputes.
- Provided assistance to voters, addressing concerns and supporting those with disabilities.

Himasistifo Technology 5 - Politeknik Caltex Riau

Dec 2022 - Mar 2023

Competition Coordinator

A competition in the field of technology with UI/UX, Poster, Video, Business Case competitions for university students and high school/ equivalent students.

- Led teams to deliver IT competitions for students within budget and timeline.
- Managed relationships with clients, sponsors, and participants for smooth collaboration.
- Coordinated competition divisions, overseeing registration, judging, and logistics.

Muktamar UKMI XXI - Politeknik Caltex Riau

May 2023 - Jul 2023

Steering Committee

Is a meeting event within the UKMI organization to determine the leader and deputy leader for the next period, as well as discussing the necessary matters

- Set the conference agenda, topics, schedule, and event sequence to align with objectives and participants' needs.
- Oversaw preparation and execution, including logistics, committee coordination, and budget management.
- Made strategic decisions on agenda changes, technical arrangements, and problem-solving, while ensuring smooth communication between committees and stakeholders.

Skills, Achievements & Other Experience

- **Achievements** 🏆 (2023): MSIB Batch 5 Certificate as Technical Writer
- **Achievements** 🏆 (2022): Padang State University Business Plan Contest Participant - Create competition documents, business processes, business flows and others
- **Achievements** 🏆 (2022): Participant Programming Competition at International Competitive Programming & Multimedia Competition (International C-Prom) 2022
- **Achievements** 🏆 (2022): Certificate of Competence Junior Mobile Programmer (Java Language) by on behalf Indonesian Professional Certification Authority
- **Achievements** 🏆 (2020): 1st Winner in the Competition for Writing Economic Scientific Articles
- **Projects** 🚀 (2024): Is a website-based application called SIMANTIK, which is used for monitoring the East Labuhbaru sub-district and the community in checking mosquito larvae
- **Projects** 🚀 (2024): GA Reminder is an application that automatically sends flight reminders to passengers via WhatsApp using the Zenziva API.
- **Projects** 🚀 (2023): SISTER Application Guidebook Document & Product Requirement Document
- **Soft Skills**: Leadership, Problem Solving, Time Management, Teamwork, Critical Thinking
- **Hard Skills**: System Analyst, Business Analyst, Document Writer, Technical Writer Web Developer (HTML,CSS, Java, PHP)
- **Tools**: Visual Studio Code, Android Studio, MySQL, Microsoft Office (Word, Excel,Power Point),MYOB,Tableau, Odoo