



## Ahmad Khuzaifi

April, 24<sup>th</sup> 1999 | Single | South Jakarta | 081617543520 | ahmadkhuzaifi20.ak@gmail.com  
| <https://www.linkedin.com/in/ahmad-khuzaifi-54b7711b0/>

Currently, I work as an IT Application System Specialist at Jardin Legal. Previously, I work as an IT Support staff at Indonesia Corruption Watch. I have more than 5 years of experience in the IT industry. I have general knowledge about hardware and software issues, internet networking, server installation, basic programming, and basic digital security. I also assist companies in communicating with developers to build and maintain company websites or applications.

## Work Experiences

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### JARDIN LEGAL - Jakarta

Jul '23 – Present

#### IT Application System Specialist

- Application System Specialist, helps analyze and provide insight into the applications the company needs. Also helps if there are problems related to technical applications and others (Microsoft 365, Gadjian, Hadirr, Clio, Quickbooks, Pro Hukum, Hukum Online, etc.).
- Web Developer, manage and develop company websites.
- IT Support, helping to solve hardware or software problems belonging to staff and offices such as laptops, cellphones and printers.
- IT Administrator, helps create a company database in every application used.

### INDONESIA CORRUPTION WATCH - Jakarta

Jun '22 – Jul '23

#### IT Staff (Knowledge Management Division)

- IT Support, helping to solve hardware or software problems belonging to staff and offices such as laptops, cellphones and printers.
- Network Engineer, ensuring Wi-Fi and CCTV connectivity.
- System Server Administrator, install and solve server problems.
- Website Maintenance and Development, being the PIC for routine maintenance and development of the [antikorupsi.org](https://antikorupsi.org) and [opentender.net](https://opentender.net) websites with developers.
- Front End Programmer, helping to change the appearance of the [library.antikorupsi.org](https://library.antikorupsi.org) website with HTML, CSS, PHP and Javascript programming languages.
- Cyber Security, ensuring digital security SOPs are implemented by all staff.
- Data Visualization, creating data visualization from research results using [datawrapper.de](https://datawrapper.de) to be displayed on the ICW website.
- Research Analyst, conducts investigations using the OSINT method on government policies regarding procurement of applications and subsidies for electric vehicles.

### PT DUA RADJA NET ([jariungu.com](https://jariungu.com)) - Jakarta

Apr '17 – June '22

#### IT Support, Accounting and Customer Service

- IT Support staff, solving hardware and software problems such as Wi-Fi, laptops, printers, etc.
- UI/UX Designer, creating designs for mobile applications [jariungu.com](https://jariungu.com).
- Accounting, inputting office financial transactions to making financial reports using the Simply Accounting application.
- Database Admin, inputting data: legislative candidates, financial reports and regulations at central and regional levels to the [jariungu.com](https://jariungu.com) website.

- Customer Service, answering customer questions regarding data subscriptions on the jariungu.com website.

#### **IKANASTAN.ID - Jakarta**

Feb '18 – Feb '20

##### *Data Entry and Customer Service*

- Database Admin, inputting STAN alumni data to the ikanastan.id website.
- Customer Service, answering problems related to data and the fishastan.id website.

#### **BPJS KETENAGAKERJAAN CILANDAK - Jakarta**

Oct '15 - Des '15

##### *Data Entry*

- Data Administration, input bpjs user data in the form of hardfiles and softfiles.

## **Other Experience**

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#### **Opentender.net Training for CSOs and Journalists - INTEGRITAS - Jakarta**

May '23 - Present

##### *PIC and Resource Person*

- Create a budget outline.
- Setting up event administration (ToR, invitations and list of participants).
- Prepare Presentation Material.
- Guiding Participants in Conducting Investigations.
- Report Finalization.

#### **Website Security Training - SAFEnet - Jakarta**

May '23 (2 days)

##### *Participant*

- Understand the Basic Principles of Website Security.
- Implementation of Virtual Box and Oracle Linux.
- Implementation of Apache Web Server.
- Basic PHP Programming.
- WordPress implementation.

#### **Digital Security for CSO and Journalist - AJI Indonesia and ICW - Jakarta**

Feb '23 (1 day)

##### *PIC and Resource Person*

- Create a Budget framework.
- Setting up event administration (ToR, invitations and list of participants).
- Presenting a presentation with the theme "Data Management".
- Making program accountability reports.

#### **Digital Security for CSOs and Journalists - AJI Indonesia - Bogor**

Aug '22 (2 days)

##### *Training Participants*

- Understand the definition of data and its relation to us.
- Create an alias account for access to the internet and applications.
- Application of Virtual Machine (Virtual Box) and Sandbox Application (Nox Player) for digital security.

#### **Digital Security - Digital Defenders Partnership (DDP) - Jakarta**

Jun '22 - Des '22

##### *PIC Program - Donor*

- Budget discussion.

- Discussion of Activity Details and Purchase of Security Tools or Applications.
- Conduct hybrid discussions and discussions regarding digital security materials such as: How Internet Works, Password Management, Data Management, File Encryption, etc.
- Assisting in the accountability follow-up of the program's final report.

## Education Level

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**Universitas Nasional - Jakarta**

Aug '18 – May '22

*Informatics, 3.76/4.00*

**20 Vocational High School - Jakarta**

2014 - 2017

*Accounting*

## Interest

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- Technology Industry.
- Management Industry.
- Project Planning.
- Case Investigation.

## Additional

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- Hard Skills : HTML, SQL, CSS (basic), PHP (basic), Javascript (basic), Python (basic), Ms. Word, Ms. Excel.