

ALIFIA FAIRUZI KEIYA MALAON

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I am a recent graduate with a D4 degree in Informatics Engineering and Computer Science from Jakarta State Polytechnic. My passion for technology drives me to continually seek out new challenges and opportunities for growth. I thrive on connecting with others, building strong relationships, and finding innovative solutions to complex problems. With a solid foundation in system analysis, quality assurance, IT administration, and a strong interest in documentation and archiving, I am well-equipped to contribute effectively to any organization. I am eager to apply my skills and knowledge in a role that allows me to analyze and optimize systems, ensure the highest quality standards, efficiently manage IT operations, and maintain thorough documentation and archives. My goal is to support the organization's success by driving operational excellence and fostering continuous improvement

EDUCATION

CEP-CCIT UNIVERSITY OF INDONESIA

Depok, ID

2-year education

2018-2020

Major in Technical Information;

Cumulative GPA: 3.24/4.0

JAKARTA STATE POLYTECHNIC

Depok, ID

Bachelor of Technical Information

2020-2024

Major in Technical Information;

Cumulative GPA: 3.34/4.0

WORK EXPERIENCE

Lembaga Pembiayaan Ekspor Indonesia (Eximbank)

Sept 2023 – Aug 2024

Information System Technology Division as Project Management Officer – Intern

- Conduct a stakeholder forum to discuss the required system or application, including IT flows.
- Create a business process flow based on the group discussion forum outcomes, documented as a Business Requirements Document (BRD).
- Create weekly reports detailing the progress of each project
- Carry out application functionality tests and create test scripts for user acceptance test needs
- Manage procurement, vendor assessment, quotations, and aanwijzing.

PROJECTS

YAYASAN FAZRI ALFAZZA – PROFILE COMPANY AND DONATION WEBSITE as Business Analyst

Feb 2023

- Meet and coordinate with internal and external stakeholders to maintain and improve core business applications.
- Discussing the desired system with the stakeholders, including the system flow and objectives
- Develop, analyze, prioritize and organize requirements specifications.
- Developing specifications and documents for programmers, like Business Requirements Document (BRD)), to ease the development process for the programming team in line with specific requests.

PT. NUSA TEKNO GLOBAL – E-EVENT WEBSITE as System Analyst

June 2023

- Collaborates with stakeholders and users to identify frequent system issues.
- Help draft informational materials and diagrams to explain systems to managers and users.
- Discussing business processes according to user needs, and creating Business Requirement Document as a foundation for application development.
- Create progress reports in every step and make Functional Specification Documentation

PT. DERKO GLOBAL MANDRI – DATA MANAGEMENT

June and Aug 2023

- Conducted data entry tasks with a high level of accuracy and attention to detail.
- Entered large volumes of data into the company's database following established guidelines and protocols.
- Performed data validation and verification to ensure accuracy and consistency.
- Identified and resolved data discrepancies and errors promptly.

COURSES

DICODING

Aug-Des 2022

Machine Learning Developer

- Learned classification, regression, and clustering algorithms also implemented ML models.
- Using Python libraries such as Pandas, NumPy, Matplotlib, Seaborn, and TensorFlow.
- Created effective data visualizations using various tools and techniques to convey insights.
- Learned deep learning and Python programming also practiced with various projects.

MYSKILL

Data Analyst Camp

Mar-June 2023

- Learned about an introduction to data analyst & getting data ready.
- Learned about data cleansing, data validation, and data interpretation.
- Worked on SQL Querying RDBMS and DBMS by using Postgre SQL.

TECHNICAL SKILLS

- Experience build diagram such as Use case diagram, ERD, UML diagram, Business flow and Business process.
- Make documentation report such as Functional Specification Document and Business Requirement Document.
- Application functional testing (black box)
- Experience in building a database using MySQL, Postgre SQL
- Understand programming languages such as Python and Java.
- Microsoft office

CERTIFICATION

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| • DNIIT (Software Engineering – Java Technologies) | Nov 2020 |
| NIIT Academy - CEP CCIT University Of Indonesia | |
| • Professional Certificate CEP-CCIT University of Indonesia | Nov 2020 |
| • Data Analyst Fullstack Intensive Bootcamp | May 2023 |
| • Machine Learning Developer | Jan 2023 |
| • BNSP Basis Data | Aug 2024 |

ORGANIZATION

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| • Informatic Engineering Student Association | |
| Staff of student health department | Aug 2020 |
| Head of student health department | Aug 2021 |