

# Rizqi Shoqibul Atzmi

## Data Entry



### EXPERIENCE

#### Data Entry & Quality Control

Eresources

Jan 2024 - Feb 2024, Florida - USA, Remote

Responsible for managing data entry in the company Admin Panel to ensure accuracy and completeness. responsible for quality control on the company website and Admin Panel, reporting errors to the Developer to maintain high standards.

#### Wordpress Developer

Expinc

Feb 2023 - Oct 2023, Haarlem - Netherland, Remote

Responsible for designing and creating websites from scratch using WordPress and responsible for carrying out web maintenance, improving web performance and ensuring the website remains functional.

#### Database Administrator

PT. Retgoo Sentris Informa

Jul 2020 - Nov 2020, Malang

Responsible for overseeing the creation and management of the company's business flow, ensuring smooth client interactions and promptly addressing any encountered bugs. Manages PostgreSQL databases to optimize performance. Additionally, provides ongoing support for database operations to maintain uninterrupted business operations.

### EDUCATION

#### Student Majoring in RPL

SMKN 8 Malang

2019 - 2022, Indonesia

### ORGANIZATION

#### Badan Dakwah Islam

President & Vice-President for 2 years

SMPN 16 Malang, Indonesia

#### Adiwiyata Volunteer

Creative Volunteer

SMPN 16 Malang, Indonesia

### ACHIEVEMENT

- Top 3 Best Graduates SMKN 8 Malang
- Top 4 Best Graduates SMPN 16 Malang
- TOEFL Intermediate

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Malang, Indonesia

#### Industry Knowledge

Data Collection

Data Extraction

Data Validation

Fast Typing

Email Prospecting

Database

SQL

Attention to Detail

#### Other Skills

Teamwork

Communication

Time Management

#### Tools & Technologies

Ms. Excel

Ms. Word

Tableau

Power BI

CRM

SaaS

Spreadsheet

Google Workspace

MySQL

#### Languages

Indonesian (Native)

English

#### Social

linkedin.com/in/rizatzmi

#### Portfolio

shoqibul.com