Muslimatul Rizki Aulia

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About Me

D-IV Business Information Systems graduate from State Polytechnic of Malang , with a GPA of 3.78/4.00. I have experience in working on web-based projects, as well as interning as an IT Project Manager, project administration, data management and system documentation preparation. Skilled in using Microsoft Office and project management tools. Interested in developing a career in data, administration and technology that supports office operations.

Education

SENIOR HIGH SCHOOL 1 GIRI BANYUWANGI   **2015 - 2018**

Science Department

STATE POLYTECHNIC OF MALANG   **2020 - 2024**

D-IV Business Information System, GPA : 3.78 / 4.00

Experience

PT. TRAFOINDO PRIMA PERKASA   **August - December 2023**

Internship - IT Project Manager

- Organize team activities in web-based system development using tools such as Asana and ClickUp.
- Create project timelines, distribute tasks, and ensure the achievement of project targets.
- Create a Software Requirement Specification (SRS) document containing functional and non-functional system requirements to guide the system development process.
- Developed a web-based Trafoindo Production System using Laravel to manage and monitor the company's production process.
- Create a User Acceptance Testing (UAT) document to ensure the system meets user needs before implementation.

PT. TALENTA SINERGI GROUP   **February -June 2023**

Study Independent Bersetifikat Kampus Merdeka - Full Stack Web Development

- Learn the basics of web development and database management.
- Developed a final project: a Movie Information System, a website-based application for managing and displaying movie data effectively.

Skill

- Administration: Microsoft Office (Word, Excel, PowerPoint), Google Workspace.
- Documentation: SRS, UAT document.
- Web Programming: HTML , CSS , Laravel PHP Framework .
- Database: MySQL, SQL Server
- Design Applications: Canva, Figma

Certification

- Coursera Project Network for Microsoft Excel — **January 2025**
- SQL(Intermediate) - HackerRank — **January 2025**
- Project Management Basics - Dicoding — **July 2023**
- IT Support Google (Course) - Coursera — **January 2023**
- Junior Web Developer - BPPTIK Kominfo — **September-October 2021**