

MUHAMMAD RIZKY AMALSYAH

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EXECUTIVE SUMMARY

Second-year student pursuing a Bachelor's Degree in Information System at Sriwijaya University. Possessing strong interest and passion for system development and data analyst, I am a fast learner with excellent self-management skills. With a proven track record of successfully leading a coursework project in developing an information system, I demonstrate exceptional leadership and communication abilities.

EDUCATION

Bachelor Degree in Information System, Sriwijaya University 2021 - Present

- GPA: 4.00/4.00
- Relevant Coursework: Web Programming, Algorithms and Data Structures, Databases, Structured Systems Analysis and Design, Software Engineering, Object Oriented Programming, User Experience Design.

WORK EXPERIENCE

Personnel And Finance Division (Internship) - AirNav Indonesia Jan- Mar 2020

- Efficiently organized and sorted over 100 corporate documents, ensuring proper storage and printing when required.
- Meticulously filed and managed more than 200 company information files into the AirNav company information system.

ORGANIZATIONAL EXPERIENCE

Head of Secretarial Department, HIMSI FASILKOM Sriwijaya University Jan 2023 - Present

- Lead and oversee the activities of the HIMSI Secretarial Department.
- Provide guidance and training to the Secretarial Department staff on creating proposals, accountability reports, and letters.
- Collaborate and assist other departments in need of administrative support.

Staff of Secretarial Department, HIMSI FASILKOM Sriwijaya University Jan 2022 – Dec 2022

- Received an award for being the most active staff member in the Secretarial Department.
- Served as the executive secretary for the HIMSI Workplan on 3 separate occasions.
- Successfully archived and organized 30+ proposals, accountability reports, letters, and organizational documents in the Sriwijaya University HIMSI archive.

Staff of Administration, SIFEST UNSRI 2022 Jun 2022 – Nov 2022

- Developed and drafted proposals for various activities to be submitted to the Sriwijaya University campus.
- Prepared and generated over 70 outgoing letters to be sent to their respective destinations.

TRAINING & CERTIFICATES

- **Certificate of Competence in Junior Mobile Programming, BNSP** Mar 2023
- **Training of Junior Mobile Programmer, Digital Talent Scholarship 2023** Mar 2023
Learning Topics: Designing mobile interfaces, Design databases and data persistence on mobile data, Developing mobile location based services, GPS, and mobile navigation.
- **Certificate of Competence Junior Network Administrator, BNSP** Oct 2022
- **Training of Junior Network Administrator, Digital Talent Scholarship 2022** Sept 2022

Learning Topics: Network topology, Network address, Configuration switch and routing.

- **Certificate of Competence Junior Web Developer, BNSP** Jun 2022
 - **Training of Junior Web Developer, Digital Talent Scholarship 2022** Jun 2022
- Learning Topics:** Implementation UI, Create function create and read from/to database, create project library information system.

SKILLS

Soft Skills: Project Management, Critical Thinking, Problem Solving, Leadership, Team Work.

Hard Skills: Ms. Office, System Development, Web Development, Network Administration, Database, UI/UX Design.

Tech Stack: HTML, CSS, Java, Javascript, PHP, Framework(Laravel), Mysql, Figma.