

# ALPIAN TABRANI

Administrative Staff & Web Support

atabrani3@gmail.com | +62 815-4719-0395 | Lombok Timur, Indonesia

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## PROFESSIONAL SUMMARY

Detail-oriented Administrative Staff and Web Support professional with over 5 years of experience managing documents, data, and digital systems in a government environment. Proficient in Microsoft Office Suite, React, Firebase, and various digital tools. Committed to improving organizational efficiency through accurate data management, structured documentation, and simple yet functional web solutions.

## WORK EXPERIENCE

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### Technical & Administrative Staff

**Department of Housing and Settlement Areas – East Lombok Regency** | January 2021 – December 2025 (5 Years)

- Manage and organize incoming and outgoing correspondence and official documents.
- Perform data entry, database management, and preparation of administrative reports.
- Assist in planning and coordinating office activities and events.
- Operate Microsoft Word, Excel, PowerPoint, printers, and scanners to support daily operations.
- Provide web support and digital tools to improve workflow efficiency.

### Vocational Training Participant – Job Skills Program

**Loka Latihan Kerja Selong (Vocational Training Center)** | November 2020 (200 Hours)

- Completed 200-hour training program covering Accounting, Filing & Archiving, Business Correspondence, Office Routine Procedures, and Microsoft Office applications (Word, Excel, PowerPoint).

### Industrial Work Practice – Digital Printing

**Cahaya Mandiri Selong (via SMKN 3 Selong)** | January 2019 – April 2019 (4 Months)

- Operated digital printing machines to produce banners, photos, embroidery, and screen prints based on customer specifications.
- Gained hands-on experience in digital printing techniques, customer communication, and teamwork.

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## EDUCATION

### Bachelor of Public Administration (S1)

**Institut Teknologi Sosial dan Kesehatan Muhammadiyah Selong** | Graduated 2025

# **Vocational High School – Creative Multimedia & Design**

**SMK Negeri 3 Selong** / Graduated 2020

## **SKILLS & COMPETENCIES**

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### **Technical Skills**

- Microsoft Office Suite (Word, Excel, PowerPoint) – Advanced
- Web Development: HTML, CSS, JavaScript, React.js, Firebase
- Graphic Design (Adobe tools and digital layout)
- Document & Records Management
- Data Entry & Digital Administration

### **Soft Skills**

- Attention to detail and accuracy
- Team collaboration and communication
- Time management and organization
- Adaptability and continuous learning

## **LANGUAGES**

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- Indonesian (Bahasa Indonesia) – Native
- English – Intermediate (Written & Reading)