

ALPIAN TABRANI

Administrative Staff & Web Support

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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

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.

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

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

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