

Fikrotun Najichah

fikohjob@gmail.com
Bengkalis, Riau, 28711



SUMMARY

A Software Engineering graduate with experience in media production, customer service operations, and corporate website development. Skilled in visual material creation, document management, and project administrative support. Background as a Cashier and Division Secretary, handling transactions, event coordination, and official documentation. Equipped with foundational web development, video editing, office tools, and strong collaboration, leadership, and time-management abilities. Ready to contribute with accuracy, professionalism, and solid technical skills.

KEY COMPETENCIES

Web Development
Social Media Management
Microsoft Office

Attention to Detail
Content Strategy Development
Strong Communications &
interpersonal Skills

Basic UI/UX Design
Leadership
Video Editing

PROFESSIONAL EXPERIENCE

Pondok Ikan Bakar New Normal Cashier

Sep - Present

- Handle customer payment processes, including cash, digital payments, and order verification to ensure accurate transaction records.
- Maintain daily revenue reports and ensure all income aligns with total customer orders and receipts.
- Assist with order preparation, table reservations, and coordination between the kitchen and service team to improve workflow efficiency.
- Collaborate closely with team members to ensure orders are delivered correctly, promptly, and according to customer expectations.
- Provide friendly and professional customer service, addressing inquiries and helping maintain a positive dining experience.

PT. Safira Jaya Telekomindo Media Staff (Internship)

Mar – Jul 2025

- Produced, edited, and uploaded video content for social media to support the company's branding and marketing communication.
- Designed and developed the company's profile website, contributing to improved corporate visibility and digital presence.
- Edited various technical operation videos showcasing technician performance, installation processes, and project documentation.
- Prepared delivery letters, project documentation, and supporting administrative materials needed for field operations.
- Created business legality documents and handled formal company paperwork to support licensing and compliance processes.
- Collaborated with cross-department teams to ensure all media materials aligned with company standards and project requirements.

Entrepreneurship Division Secretary

- Coordinated internal and external activities for the Entrepreneurship Division, ensuring all events ran smoothly and according to schedule.
 - Prepared official documents, including event proposals, activity letters, and communication materials for partners and stakeholders.
 - Managed and monitored member attendance, participation, and task completion to support overall division performance.
 - Conducted routine reviews of members' logbooks to ensure proper documentation of activities, responsibilities, and progress.
 - Provided administrative support to division leaders and contributed to organizing workshops, discussions, and entrepreneurship-related programs.
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EDUCATION**Bachelor of Applied Science Software Engineering**

State Polytechnic of Bengkalis

GPA. 3.55/4.00

CERTIFICATIONS, TRAININGS & SEMINARS**Junior Web Developer – 2024** Issued by *National Professional Certification Agency (BNSP)***Practical Office Advanced – 2024** Issued by *National Professional Certification Agency (BNSP)***Cloud Practitioner Essentials – 2023** Issued by *Dicoding***Fundamentals of JavaScript Programming – 2023** Issued by *Dicoding***Introduction to Java Programming – 2022** Issued by *Dicoding***Practical Guide to Application Security Auditing Using White Box Techniques – 2023** Issued by *Inixindo***Implications of ChatGPT and AI for Higher Education – 2023** Hosted by *PERMIKOMNAS Region II***AI and Machine Learning in the Industry: Trends and Opportunities – 2023** Hosted by *State Polytechnic of Bengkalis*

PROJECTS**Company Profile Website – PT. Safira Jaya Telekomindo**

Developed a complete company profile website to support the organization's digital presence and service information.

Link: <https://safirajayatelekomindo.site/>**Research: Website Code Quality Testing for a Modern Islamic Boarding School Using ISO 5055 Standards**

Conducted an academic study evaluating website code quality based on ISO 5055 metrics, focusing on reliability, maintainability, security, and efficiency.

Publication: <https://publikasi.dinus.ac.id/technoc/article/view/12956/5491>

13125754



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY



SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. 62090 2513 3 0112998 2024

Dengan ini menyatakan bahwa,
This is to certify that,

Fikrotun Najichah

No. Reg. TIK 1565 35509 2024

Telah kompeten pada bidang:
has been competence in the area of:

**Pengembangan Website
Web Development**

Dengan Kualifikasi / Kompetensi:
With Qualification / Competency:

Junior Web Developer

sertifikat ini berlaku untuk: 3 (tiga) tahun
this certificate is valid for: 3 (three) years

Yogyakarta, 12 November 2024

Atas Nama Badan Nasional Sertifikasi Profesi
On Behalf of Indonesian Professional Certification Authority

Lembaga Sertifikasi Profesi Teknologi Digital
Professional Certification Body Technology



Ir. Gunawan Ramli, M.Kom.
(Direktur / Director)



13384081



BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. 82190 4131 0 0000447 2024

Dengan ini menyatakan bahwa,
This is to certify that,

Fikrotun Najichah

No. Reg. TIK 2324 02085 2024

Telah kompeten pada bidang:
Is competent in the are of:

PENGOPERASIAN KOMPUTER
Computer Operation

Dengan kualifikasi / kompetensi:
With qualification / competency:

PRACTICAL OFFICE ADVANCED
Practical Office Advanced

Sertifikat ini berlaku untuk : 3 (tiga) tahun
This certificate is valid for : 3 (three) years

Cirebon, 29 November 2024

Atas nama Badan Nasional Sertifikasi Profesi (BNSP)
On Behalf of Indonesian Professional Certification Authority

Lembaga Sertifikasi Profesi Digital Teknologi Informasi Indonesia
Professional Certification Body for Indonesian Information Technology Digital



Askarno, S.E., M.M

Direktur
Director





1RXY6Q17KZVM

Diberikan kepada

FIKROTUN NAJICAH

Atas kelulusannya pada kelas

Cloud Practitioner Essentials (Belajar Dasar AWS Cloud)

21 Juni 2023

Narenda Wicaksono
Chief Executive Officer
Dicoding Indonesia

**SERTIFIKAT
KOMPETENSI
KELULUSAN**



Verifikasi Sertifikat
dicoding.com/certificates/1RXY6Q17KZVM
Berlaku hingga 21 Juni 2026



EYX46KKKRPDL

Diberikan kepada

FIKROTUN NAJICAH

Atas kelulusannya pada kelas

Belajar Dasar Pemrograman JavaScript

23 Juni 2023

Narenda Wicaksono
Chief Executive Officer
Dicoding Indonesia

**SERTIFIKAT
KOMPETENSI
KELULUSAN**



Verifikasi Sertifikat
dicoding.com/certificates/EYX46KKKRPDL
Berlaku hingga 23 Juni 2026



2VX31KO1VZYQ

Diberikan kepada

FIKROTUN NAJICHAH

Atas kelulusannya pada kelas

Memulai Pemrograman Dengan Java

10 Juli 2022

Narenda Wicaksono
Chief Executive Officer
Dicoding Indonesia

**SERTIFIKAT
KOMPETENSI
KELULUSAN**



Verifikasi Sertifikat
dicoding.com/certificates/2VX31KO1VZYQ
Berlaku hingga 10 Juli 2025



CERTIFICATE OF ATTENDANCE

Fikrotun Najichah

Has Participated in

**Panduan Praktis Audit Keamanan Aplikasi dengan
Teknik White Box**

Yogyakarta, September 21 2023
14:00 - 16:00 WIB (2 JPL)



Andi Yudiantoro
Director



Perhimpunan Mahasiswa Informatika
dan Komputer Nasional Wilayah II
(Riau, Sumbar, Jambi, Kepri Dan Bengkulu)

SERTIFIKAT

NO : 179/E-SERTIF/PERMIKOMNAS/VIII/2023

Diberikan Kepada

Fikrotun Najichah

Sebagai
PESERTA

Dalam kegiatan Seminar Nasional dengan Tema
"Implikasi Chat GPT dan AI Bagi Perguruan Tinggi"
yang diselenggarakan oleh Permikomnas Wilayah II

Koordinator Wilayah II
PERMIKOMNAS


Hanafi Pandia

Ketua Pelaksana
SEMINAR NASIONAL


Irfan Saputra Nst

Ketua Umum
ATIOS


Azwir Irvannanda, S.Kom

Founder
LAKULOKA


Ridho Ade Putra



SERTIFIKAT

DIBERIKAN KEPADA

FIKROTUN NAJICHAH

Sebagai Peserta

Seminar Praktisi Program Studi Sarjana Terapan Rekayasa Perangkat Lunak
Jurusan Teknik Informatika – Politeknik Negeri Bengkalis
Tema "Ai and Machine Learning In The Industry: Trends And Opportunities"

Bengkalis, 10 Juni 2023

Direktur,
Politeknik Negeri Bengkalis



Johnny Custer, S.T., M.T.
NIP. 197404022012121004

Narasumber,



Muhammad Naufal Indriatmoko