



TOMMY HENDRAWAN

PROFILE

Jenis Kelamin : Laki-Laki
Tempat,Tanggal Lahir : Jakarta, 5 April 1990
Status : Menikah
Alamat : Jl. Bunga Rampai VIII No. 85 RT 015/RW 06, Perumnas Klender Jakarta Timur
Agama : Islam
Kewarganegaraan : Indonesia
Tinggi : 180 cm
Berat : 80 kg.
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EDUCATION

FORMAL

1995 – 2001 SDN 09 Jakarta Timur
2001 – 2004 SMPN 213 Jakarta Timur
2004 – 2007 SMAN 44 Jakarta Timur
2008 – 2011 Universitas Indonesia

NON FORMAL

2007 – 2008 LIA (Informatics of Management)

ABOUT ME

I am a graduate from University of Indonesia. As a person, I am very responsible, hard-working, and eager to learn new things. I have a strong interest in the field of IT and Marketing, especially with Digitalization and Business Intelligence. I am able to work hard and like a targeted work-style, I am an ambitious person to achieve goals. I am currently working as the Head of Marketing and IT Department at the Yayasan Pendidikan Avicenna Prestasi under the Medco Group.

EXPERINCE

WORK

09. 2011 **Pertamina Hulu Energi ONWJ**

Document Control Finance

02. 2013 **Indonesia Ministry of National Development Planning (BAPPENAS)**

Digital Librarian Indonesia Ministry of National Development Planning

01. 2014 **Directorate of Education, University of Indonesia**

Secretary Director of Education, University of Indonesia

07. 2015 **Directorate of Archives, University of Indonesia**

Digital Archivist

08. 2016 **Avicenna School (Medco Group)**

Digital Librarian

05. 2018 **Yayasan Pendidikan Avicenna Prestasi (Medco Group)**

Business Development – Marketing Staff

06. 2019 **Yayasan Pendidikan Avicenna Prestasi (Medco Group)**

Marketing & IT Staff

06. 2020 **Yayasan Pendidikan Avicenna Prestasi (Medco Group)**

Head of Marketing & IT

06. 2021 **Yayasan Pendidikan Avicenna Prestasi (Medco Group)**

Head of Marketing & IT – Temporary in Charge Head of General Affair

06. 2022 **Yayasan Pendidikan Avicenna Prestasi (Medco Group)**

Head of Transformation Digital (IT)

EXPERTISE

Skills :

Management

Leadership	:	★★★★★
Aministration	:	★★★★★
Data Entry	:	★★★★★
Filling Document	:	★★★★★
English	:	★★★
Communication	:	★★★★★
Public Speaking	:	★★★★

Design & Multimedia

Photography	:	★★★★★
Videography	:	★★★★★
Photo Editing	:	★★★★★
Video Editing	:	★★★★★
User Interface	:	★★★★
Mockup-wireframe	:	★★★★
Wordpress layouting	:	★★★★

Information Communications Technology

Database	:	★★★
Software	:	★★★
Support IT	:	★★★★
Network Skill	:	★★★

Marketing & Business

Canvassing	:	★★★★★
Promotion	:	★★★★★
Planning & Strategies	:	★★★★★
Negotiation	:	★★★★★
Reporting	:	★★★★★
Time Management	:	★★★★★
Business Intelligence	:	★★★★★

Software :

Microsoft Office

Ms. Word	:	★★★★★
Ms. Excel	:	★★★★★
Ms. Power Point	:	★★★★★
Ms. Publisher	:	★★★★
Ms. Access	:	★★★★
Ms. Visio	:	★★★★
Ms. Visual Basic	:	★★★★

Design Graphic

Adobe Photoshop	:	★★★★★
Adobe Illustrator	:	★★★★★
Adobe Premier Pro	:	★★★★★

Design Web

Balsamiq	:	★★★
Figma	:	★★★
Wordpress	:	★★★★

Design CAD

Sketchup Pro	:	★★★
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Information Communications Technology

Wordpress	:	★★★★
Cpanel	:	★★★★
Cacti	:	★★★
The Dude	:	★★★
Mikrotik	:	★★★
Network Infrastructure	:	★★★