



# M BARKAH

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## SUMMARY

Detail-oriented and data-driven professional with experience in data processing, reporting, and system management. Skilled in collaborating across teams to provide accurate and timely data insights. Passionate about optimizing business operations through data management and analysis.

## WORK EXPERIENCE

- Merchandise Report Data – Central Department Store****Feb 2021 – Present**
  - Manage vendor, item, and promotion data to support sales operations.
  - Update and validate daily data entries to ensure accuracy.
  - Maintain and monitor database logs and perform daily database checks.
- Data Analyst – Kreasi Karya Bangsa****Mar 2021 – Dec 2022**
  - Collected and analyzed social media data (Instagram, Twitter, Facebook).
  - Processed event sales data and generated performance insights.
  - Provided data reports to the Operations Department for decision-making.
- Remedial Officer – Adira Finance****Feb 2020 – Jan 2021**
  - Managed full lifecycle of a cutting-edge automation project, meeting all milestones.
  - Conducted feasibility studies and risk assessments, mitigating potential project risks.
  - Collaborated with clients, leading to a 25% increase in customer satisfaction.

## EDUCATION

- Bachelor of Informatics Engineering – Indraprasta University, Jakarta****Sep 2015 – Sep 2019**
  - Specialization: Advanced Database & Data Processing
  - Thesis: Administrative Application System at Al-Ghozali Elementary School

## TECHNICAL SKILLS

- Data Tools: Microsoft Excel, SQL, Power BI (basic)
- Technical: Data Processing, Database Management, Project Coordination
- Languages: Indonesian (Native), English (Intermediate), Malay (Basic)

## CERTIFICATIONS

- Social Selling Strategy for UMKM
- Introduction to Collaboration Using Cloud-Based Tools
- Ethical Hacker for Dummies (Introductory Level)

## PORTFOLIO PROJECTS

- Administrative Data Application – SDIT Al-Ghozali**

Developed an administrative system to streamline data management for school operations.

  - Designed database architecture and user interface for efficient data input and retrieval.
  - Improved data accuracy and accessibility for teachers and staff.
  - Tools used: Microsoft Access, SQL, Visual Basic