

MUHAMMAD BINTANG KARA GANENDRA

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SUMMARY

A graduate of Vocational High School with a specialization in Multimedia, proficient in operating various Adobe software and possessing a strong interest in web development. I am committed to launching a career in web development and eager to apply my skills and knowledge in this dynamic field.

EXPERIENCE

NURUL MUTTAQIEN FOUNDATION – Jakarta, Indonesia

Foundation Secretary (2023 – 2024)

- Compiled and categorized zakat data obtained and the beneficiaries' information using Microsoft Excel.
- Prepared monthly reports on the teaching and learning activities.
- Developed a budget plan for work programs for one year utilizing Microsoft Excel.
- Fostered effective communication with local citizens and all members of the foundation.

EDUCATION

SMK BUDI UTOMO (2020-2023)

Multimedia

SKILLS

Tools

Adobe Photoshop, Adobe Premier Pro, Ms. Excel, Ms. PowerPoint, HTML, CSS, JavaScript, Python

Hard Skills

Photo and video editing capabilities, intermediate skills in web development

Soft Skills

Leadership, attention to detail, verbal and non verbal communication

CERTIFICATION

Accounting and Management Education Certificate PPWB, 2020

Multimedia Certification License from BNSP, 2023

Multimedia Training Center Certificate Jombang, 2023

Computer Network Installation Training Center Certificate, 2024