

Muhammad Faisal Albani

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Organized and detail-oriented professional with experience in administrative roles and network engineering. Skilled in creating activity proposals, managing administrative tasks, and working with faculty and staff. Experienced in developing registration systems, handling data entry, and keeping accurate records. Proficient in HTML, CSS, Java, and basic Python. Committed to delivering quality work and supporting team success through good communication and technical skills.

WORK EXPERIENCE

Quality Control

Aug 2023 - Present

Tantan Application

Work From Home

- Ensure that the input data complies with the requirements of the application.
- Recheck after quality control employee.

Staff

Jun 2024 - Aug 2024

Kesekretariatan Pionir Permadani

Yogyakarta

- Develop and submit activity proposals
- Liaise directly with the dean of the UGM Vocational School faculty regarding the accountability sheet and Proposal.
- Create and archive incoming and outgoing letters
- In charge and responsible for all administration of Pioneer Tapestry's employees both internally and externally, such as data collection, correspondence, and attendance.

Staff

Dec 2023 - Feb 2024

Kesekretariatan Netcomp 2.0

Yogyakarta

- Create a registration system for NETCOMP UGM;
- In charge and responsible for handling all administration, data collection, correspondence, and attendance of the committee and competition participants;
- Fully responsible for data input of committee and participant attendance of the competition;
- Fully responsible for the collection of attendance during event;
- Processing data on the winners of the NETCOMP UGM competition; Archiving and tidying up all committee and competition documents.

EDUCATION

Bachelor of Network Engineering

Aug 2023 - Present

Gadjah Mada University

SKILLS

Frontend Developer: HTML, CSS, Java

Basic Python : Python

Data Entry: Microsoft Office & Spreadsheet