HAFIZH KHALIS MAJID

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EXPERIENCE

PT. KARYA PRIMA PUTERA PERKASA   Jakarta, ID
Project Manager   Oct 2022 - Current
- Create a project implementation timeline to represent ongoing progress according to the target.
- Communicate with stakeholders so that the project can be implemented according to user requests.
- Ensure Time and Cost of Implementation Are Appropriate
- Assist marketing in exposing company applications to prospective clients.
- Monitoring the project task list so that each task can be carried out properly by the operational team and the developer.

PT. KARYA PRIMA PUTERA PERKASA   Jakarta, ID
Electronic Data Processing   Nov 2021 – Sep 2022
- Create SOP Implementation
- Create Slide for Presentation with Client
- Create Manual Book Company Program
- Perform Archiving Tasks

EDUCATION

UNIVERSITAS SIBER ASIA   Jakarta, ID
Bachelor of Computer Science   Expected graduate 2026
Cumulative GPA: 4.0/4.0;

PROJECTS

EDMS PT. Shell Indonesia   Aug 2022 - Current
- Create Monthly Report for Monthly Call With Client
- Ensure procedures are implemented
- Entry Incoming Document to Excel
- Excel Formula Analysis for Improvement
- Handling Request Document if Needed

Project Digitalization Archive - Paramount Land   Mar 2022 - June 2022
- Managing Softcopy Documents
- Uploading Softcopy Documents to Client Application
- Make a Report on the Work of Entire Team

Project Digitalization Medical Records - Amman Mineral Nusa Tenggara   Oct 2021 - Mar 2022
- Digitalization of Medical Record Documents
- Create List Medical Record Documents
- Auditing Working Results Team

TECHNICAL SKILLS

Achievement: Finalize Abang None Buku Jakarta Pusat 2018
Skills: Project Management, Public Speaking, Video Editing, Front End Development
Tools And Frameworks: Trello, Excel, Word, Adobe Illustrator, Adobe Premiere Pro, Adobe Photoshop, HTML, CSS, JavaScript
Certification: Certification of Competence "Computer Programming Activity" Indonesian Professional Certification Authority (Aug 2020 - Aug 2023)