**CURRICULUM VITAE**

**I. Personal**

Name : Haviz Abdul Fatah

Place/Date of Birth : Jakarta, August 23th 1990

Gender : Male

Nationality : Indonesia

Religion : Moeslem

Mariage Status : Single

Age : 26 y.o

Height : 175 cm

Weight : 58 kg

Address : Jl. Nurtanio Blok CH No. 7 BDP

RT/RW 001/017, Jatisari, Jatiasih, Bekasi

Phone Number : 081294656278

Email : [apizstillalive@yahoo.com](mailto:apizstillalive@yahoo.com)

Linkedin : https://id.linkedin.com/in/hafiz-abdul-fatah

**II. Education**

**Formal**

• 1996 – 2002 : SDN Jonggrangan II Klaten

• 2002 – 2005 : SMPN 1 Klaten

• 2005 – 2008 : SMK Leonardo Klaten

• 2009 – 2013 : Universitas Mpu Tantular Jakarta, Jurusan Teknologi

Informatika

**III. Work Experience**

* Februari 2014 - Januari 2015
  + IT Support at PT. Equityworld Futures Jakarta
* Januari 2015 - Agustus 2015
  + Content Admin at PT. SALT Jakarta
* Agustus 2015 - Januari 2016
  + Lead Content Admin at PT. SALT Jakarta
* Januari 2016 - Oktober 2016
  + Project Coordinator at PT. SALT Jakarta

**IV. Responsibilities**

* Plan and schedule tasks
* Ensure timely delivery of projects
* Manage day to day operations and maintenance
* Manage scope and mitigate risk across projects
* Ensure project documents are complete and current

**V. Personality**

* Hardworker
* Humoris
* Good Interpersonal
* On time
* Respect