

Muhammad Ramzy

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ABOUT ME

As a graduate of a vocational high school with a concentration in office administration, who already has an experience as a personal assistant secretary in a judicial government institution, namely the District Court, and I have other interests in the IT field, so in carrying out administrative work I often combine my other skills, namely in the IT field to be able to expedite and facilitate my work. I am a person who is very motivated to continue to develop in terms of expertise and education, I am also continuing my education to the university stage majoring in Informatics Engineering along with my work, it proves that I am a good person in time management, I am a person who can work well in a team or individually and easily socialize with the new environment.

EXPERIENCES

Pengadilan Negeri Depok

Personal Assistant Secretary

(July 2022 - Present)

- Organize and manage various existing report documents
- archiving company documents both physical and digital
- Disposition of correspondence according to the leader's records through the system or manually
- Drafting correspondence needed by the company needed
- Support the performance of the leader by coordinating every command of the leader to the head of the unit
- make reports, analyzes and interprets into a systematic design

Editor Intern

(May 2021 - November 2021)

- Perform shot selection in video production
 - Rearrange footage with script or screenplay
 - Merge and edit all selected video pieces
 - Revise editing both videos and photos according to the leader's notes
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EDUCATION

University of pamulang

(September 2022 - Present)

Bachelors Informatics Engineering

3.1/4.00

- Majoring in Informatics Engineering
- write and maintain application programming code according to accredited quality standards
- Doing trials running the application program in order to produce the desired information
- Revise, improve, expand existing programs to improve operating efficiency

SMK Al-Basyariah

(June 2019 - Present)

High School Office Administration

83.9

- Operates the Microsoft office
- Front office operator
- English Conversation
- Correspondence
- Archives

SKILLS

Organizing and Planning, Adobe Photoshop, Campaign Management, English Speaking and Writing, Native Indonesia, Microsoft Office, Problem Solving, Tech Savvy.