

MUHAMMAD AHDAN RAFIF MAULANA
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Willing to Relocate

PERSONAL PROFILE

A purpose-driven and creative individual with an academic background in Arabic Literature and cross-sector experience spanning Non-Bank Financial Institution, professional certification institutions, and organizational events. I have contributed to business feasibility analysis, data management, report preparation, as well as publication and event documentation strategies. With skills in communication, graphic design, and web development, I am able to integrate analysis, creativity, and technology to overcome challenges. My background is further strengthened by language proficiency (Indonesian, Arabic, English, and basic Turkish) and professional training in Adobe Photoshop and web development. I aspire to grow within dynamic teams by delivering innovative and impactful solutions.

EXPERIENCE

PT Permodalan Nasional Madani Venture Capital - Internship by MUM	Jakarta, ID Ags 2024 - Nov 2024
• Conducting feasibility analysis of prospective partners (MSMEs or startups). • Preparing financing/investment proposals. • Managing fund disbursement, financial reports, and administrative records of financing. • Preparing reports for management and regulators.	
Ohsome Jakarta, ID Volunteer Event - Freelance	Ags 2024 - Ags 2024
• Coordinated the game booth to ensure orderliness. • Ensured activities ran smoothly and comfortably • Provided prizes for visitors participating in the Ohsome event at Kelapa Gading	
Lembaga Sertifikasi Profesi Dana Pensiun Administrative staff - Intern	Jakarta, ID Feb 2024 - Juli 2024
• Inputted candidate data for certification exam participants. • Compiled and summarized certification exam data from previous years. • Created presentation materials for assessor meetings using Canva. • Served as part of the HPDD team in every pension fund certification exam activity.	
Bigu festival Jakarta, ID Tenant - Freelance	July 2022 - July 2022
• Entered financial budget income and expenditure data • Ensured activities ran smoothly and orderly. • Coordinated with the logistics team to arrange consumption needs for each committee member. • Checked equipment and supplies before and after the event.	
Perkenalan Sistem Akademik Masa Bimbingan Fakultas Ilmu Budaya UI Transport - Organizing Committee	Depok, ID April 2022 - April 2022
• Coordinated new students to facilitate mobilization. • Supervised new students to ensure a conducive atmosphere during mobilization.	
Musyawarah Anggota MUSANG Fakultas Ilmu Budaya UI Public Relations, Publication, Documentation, and Design (HPDD) - Organizing Committee	Depok, ID Oct 2022 - Oct 2022
• Documented the entire series of event activities. • Published the event rundown. • Contacted relevant parties for the event.	

EDUCATION

UNIVERSITAS INDONESIA

Bachelor of Arabic Literature

Cumulative GPA: 3.65/4.00;

- Final Project: The Perceptions of Indonesian Muslims toward the Israel–Palestine Conflict.

Depok, ID
Graduated Ags 2025

CERTIFICATION & TRAINING

Fullstack Development

2025

- Learned front-end development (HTML, CSS, JavaScript, React.js)
- Built back-end applications with Node.js and Express.js, including RESTful APIs and authentication (JWT).
- Gained experience with databases (PostgreSQL, DBeaver) and ORM frameworks (Sequelize).
- Practiced version control and collaboration using Git & GitHub.
- Applied Agile/Scrum methodology, debugging, and testing (Postman) in projects.
- Completed a final project: a fullstack web application as a portfolio showcase

Field Research Participant, Arabic Literature Program, Faculty of Humanities, Universitas Indonesia

2023

Certified in Field Research

- Conducted research on the Naqshbandi Sufi order.
- Managed research data of individuals affiliated with the Naqshbandi order

Dumet School

2023

Graphic Design (Adobe Photoshop)

- Successfully completed an intensive Graphic Design course focused on visual communication, branding, and creative layout techniques.
- Gained practical skills in using industry-standard design tools and principles for creating professional visual assets.

TECHNICAL SKILLS

- **Web Development** : Front-End: HTML, CSS, JavaScript, Responsive Web Design (Bootstrap), [React.js](#), Back-End: Node.js, Express.js, RESTful API Development, Authentication & Authorization (JWT, OAuth), Database: PostgreSQL, DBeaver, ORM (Sequelize), Version Control: Git & GitHub, Additional: Debugging testing postman
- **Computer** : Proficient in Microsoft Office (Word, Excel, PowerPoint)
- **Design** : Adobe Photoshop, Canva, Capcut
- **Language** : Indonesian (Native), English (Intermediate), Arabic (Advanced), Turkish (Basic).
- **Soft Skills** : Strategic Thinking, Creative Problem Solving, Team Leadership, Effective Communication, Public Speaking