Usamah Rhacac Zamar

Data & Administrative Operations Specialist

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PROFESSIONAL SUMMARY

Data and administrative operations specialist with a background in information systems and hands on experience managing large scale operational data. Experienced in Excel based data entry, validation, tracking, and reporting within structured organizational environments. Detail-oriented, process driven, and accustomed to working with documentation, SOPs, and data consistency to support reliable daily operations.

CORE COMPETENCIES

- Administrative & Data Operations
- Data Entry, Validation, and Cleaning
- Excel-Based Reporting & Documentation
- Operational Data Tracking
- SOP & Documentation Standards
- Data Quality & Consistency Control

PROFESSIONAL EXPERIENCE

Information Technology Intern   01/2025 – 02/2025
Balai Besar Karantina Hewan, Ikan, dan Tumbuhan Sulawesi Selatan   Makassar
Worked in an operational government environment with responsibilities focused on administrative data processing and documentation.

Key Responsibilities:
- Managed and processed more than **10,000 operational documents** using Microsoft Excel.
- Performed data entry, validation, recapitulation, and status tracking.
- Prepared operational reports based on structured data.
- Developed Excel templates and standardized data entry formats.
- Assisted in creating simple documentation and operational SOPs.
- Provided first-level support for basic data and system-related issues.

Impact:
- Improved data consistency and traceability across operational documents.
- Enhanced efficiency and clarity of reporting through standardized Excel templates.

PROJECTS & PRACTICAL EXPERIENCE

Sentiment Analysis of Indonesian TradingView Reviews   07/2024 – 12/2024
Undergraduate Thesis Project
Conducted a sentiment analysis study on more than **3,000 user reviews** collected from the Google Play Store.

Scope of Work:

- Managed raw dataset using Microsoft Excel for initial storage and preprocessing.
- Performed data cleaning, deduplication, normalization, and quality checking.
- Built an NLP pipeline including case folding, tokenization, and feature extraction (unigram and bigram).
- Trained and evaluated a Random Forest model for sentiment classification.
- Documented the entire analysis process and results in a structured academic report.

Research Data Processing Support   07/2024 – 12/2024
Academic Data Project
Supported data processing activities for academic research projects.
Responsibilities:
- Managed large datasets and ensured data consistency.
- Conducted data validation and preparation for analysis.
- Assisted in reporting and documentation of research outputs.

AI RAG Chatbot Prototype   01/2025 – 02/2025
System Documentation Project
Participated in the development support of an AI-based RAG chatbot prototype.
Responsibilities:
- Created system documentation and user guides.
- Recorded functional testing results and system behavior.
- Supported documentation and quality assurance activities.

School Website Development (Freelance)   10/2025 – 11/2025
Project Administration & Documentation
Provided administrative and documentation support for a school website development project.
Responsibilities:
- Managed academic content and data updates.
- Organized information archives and documentation.
- Coordinated with users to ensure data accuracy and completeness.

EDUCATION

Bachelor of Computer Science (S1)   09/2021 – 06/2025
Universitas Muslim Indonesia   Makassar, Indonesia
GPA: **3.56 / 4.00**

Relevant Coursework:
- Information Systems
- Systems Analysis and Design
- Software Engineering
- IT Governance and Information Systems Audit
- Project Management
- Databases and Statistics
- Data Mining and Artificial Intelligence

ACHIEVEMENTS & CERTIFICATIONS

Oral Presenter, The 6th East Indonesia Conference on Computer and Information Technology (EIConCIT) 2024   12/2024
East Indonesia Conference on Computer and Information Technology (EIConCIT)
Selected as an oral presenter at an international academic conference, presenting undergraduate research in the field of sentiment analysis and machine learning.
The research focused on analyzing Indonesian-language user reviews using Natural Language Processing (NLP) techniques, covering data preprocessing, feature extraction, and classification using Random Forest. The study emphasized structured data handling, validation, and analytical reporting.
This experience strengthened my ability to communicate technical findings in a formal academic forum, work with large-scale textual data, and deliver data-driven insights with clear documentation and presentation.

Workshop Speaker, Sentiment Analysis using Machine Learning   10/2025
Academic Workshop (Undergraduate Final-Year Students & Laboratory Assistant Candidates)
Served as a workshop speaker delivering hands-on material on sentiment analysis using machine learning techniques, aimed at undergraduate final-year students and prospective laboratory assistants.
The session covered the end-to-end workflow of sentiment analysis, including dataset collection, data cleaning, text preprocessing, feature extraction, model training, and evaluation using Python-based tools. Real-world examples were used to demonstrate how unstructured text data can be transformed into structured insights for analytical purposes.
This workshop strengthened my ability to explain technical concepts in a clear and practical manner, guide participants through data-driven workflows, and translate machine learning processes into actionable steps suitable for academic and operational environments.

Workshop Speaker, Machine Learning Fundamentals   08/2025
Academic Workshop (Undergraduate Students & Prospective Laboratory Assistants)
Acted as a workshop speaker delivering foundational material on machine learning concepts for undergraduate students and prospective laboratory assistants.
The workshop introduced core machine learning principles, including supervised and unsupervised learning, common algorithms, data preparation workflows, and basic model evaluation techniques. The material was presented with a practical and applied approach, helping participants understand how machine learning concepts are used in real academic and operational contexts.
Through this session, I strengthened my ability to communicate technical topics clearly, structure learning materials for non-expert audiences, and bridge theoretical concepts with practical data-driven applications.

Microsoft Certified: Azure Data Fundamentals (DP-900)   30/10/2024
Microsoft
Successfully earned the **Microsoft Certified: Azure Data Fundamentals (DP-900)** certification, demonstrating a strong foundational understanding of core data concepts and data services in Microsoft Azure.

This certification validates proficiency in:

- Core data concepts, including relational and non-relational data
- Identifying considerations for relational data workloads on Azure
- Working with non-relational data solutions in Azure
- Understanding analytics workloads and basic data processing scenarios on Azure

Exam Performance Highlights:
- Final Score: **940 / 1000**
- Passing Score: 700
- Core Data Concepts: **100%**
- Relational Data on Azure: **88%**
- Non-Relational Data on Azure: **93%**
- Analytics Workloads on Azure: **95%**

This achievement reflects strong analytical thinking, structured data understanding, and readiness to work with data-driven environments, particularly in operational, administrative, and data support roles.

TECHNICAL SKILLS

Data & Operations Tools
- Microsoft Excel (Advanced)
- Microsoft Word
- Google Sheets
- Google Drive

Data & Analytics
- Data Cleaning and Validation
- Reporting
- Sentiment Analysis
- Natural Language Processing (NLP)

Programming & Tools
- Python
- Pandas, NumPy
- Scikit-learn
- MySQL (Basic)
- Google Colab
- Visual Studio Code
- Git & GitHub

Tools & Technology
- Microsoft Excel (lanjutan)
- Python
- Pandas, NumPy, Scikit-learn
- SQL (MySQL – dasar)
- Google Colab
- Git & GitHub

SOFT SKILLS

- Analytical Thinking
- Attention to Detail
- Consistency and Discipline
- Written Communication

- Team Coordination
- Documentation Mindset

PROFESSIONAL INTERESTS

- Operational data management
- Structured documentation systems
- Data quality and reporting consistency