




Muhammad Zulfikar Rizal

DIGITAL SUPPORT SPECIALIST

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PROFILE

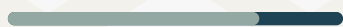
Hi, my name is Muhammad Zulfikar Rizal, and I am a detail-oriented Data Entry Specialist with a background in IT and database management. I have 4+ years of experience handling large datasets, ensuring data accuracy, and managing structured documentation.

LANGUAGE

indonesian



english



SKILLS & TOOLS

- Data Entry & Processing
- Web Research & Data Scraping
- Microsoft Excel & Google Sheets
- Data Cleaning & Formatting
- Video Editing

AVAILABILITY & WORK TERMS

- Available for short-term and long-term projects
- Open to fixed-price or hourly contracts
- Flexible working hours

Let's connect and get started on your project!

EXPERIENCE

IT Support - Kementerian PUPR | 2021 - 2024

- Entered and verified data to ensure accuracy and consistency.
- Managed and maintained structured data records and reports.
- Processed and categorized various datasets, including IT asset management and inventory records.
- Coordinated with teams to ensure seamless data input and retrieval.
- Identified and corrected errors, enhancing data quality and operational efficiency.

SKILL

Data Entry & Processing



Database Management & Documentation



Administration Support



IT Asset & Inventory Management



Data Security & Protection



Video Editing

