

Jakarta, December 13, 2025

Subject: Job Application

Attachment: -

To:

Human Resources Department

Dear Sir/Madam,

Based on the job vacancy information I obtained from **Glints, Job Portal Application, LinkedIn, Instagram, etc.**, I am submitting my application for a position at the company you lead.

Allow me to introduce myself:

Name: **Muhammad Rizki Pratama**

Place, Date of Birth: **Jakarta, June 11, 2000**

Education: **Bachelor's Degree in Information Technology**

Address: **Rawa Lele, RT 09 / 010, Kalideres, West Jakarta**

Mobile Number: **+6289507140182**

Email: **rizkim.rizkipratama@gmail.com**

I am a **responsible, disciplined individual who is able to work in a team**. I also have **two years** of experience in the field of **Computer Science & Electronics**, which I believe can contribute positively to the company.

For your consideration, I have attached the following:

1. Application Letter
2. Curriculum Vitae (CV)
3. Copies of Diploma and Transcripts
4. Certifications

I hereby submit this application letter. I sincerely hope to be given the opportunity to proceed to the next selection stage. Thank you for your attention.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Rizki Pratama', with a stylized 'R' and 'P'.

[ **Muhammad Rizki Pratama** ]

# Muhammad Rizki Pratama

rizkipratama.vercel.app/ | +6289507140182 | Rawa Lele, Kalideres, West Jakarta, Jakarta, Indonesia

## ABOUT ME

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I am a fresh graduate from BINUS University, majoring in Computer Science.

I have first-hand experience, having worked as an intern.

I have been involved in Front-End development. Having worked in several fields before, I am interested in getting a position in UI, Front-end, IT Support, but not limited to those positions only,

because basically I am a curious person and willing to spend a lot of time to learn something new.

And finally, I strongly believe that good communication is the key to success in every aspect of life.

## WORK EXPERIENCE

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### Freelance Network Technician PT. Eradi Teknologi Digital

February 2024 - Present

- Problem Solving every problem of Alfamart and Indomaret retail networks

### Product Content, GAOTek Inc.

August 2024- September 2025

- Creating poster designs for GAOTek products and poster designs for GAOTek promotional campaigns
- Create articles about GAOTek products according to the standards desired by the company.
- Briefing with the supervisor regarding the results of the day's work

### Supervisor Field Worker, PT. Gitararas

March 2023 – March 2024

- Supervise the progress of development projects
- Providing project support equipment
- Assisting workers in running the project

### Front end developer, Bina Nusantara University

February 2022 – February 2023

- Working on the Beelingua project, a language learning website
- Developing front-end pages
- Assists in Beelingua maintenance and change requests

### Admin Staff, PT. Buana Sukses Pratama

March 2017– May 2017

- Inputting mobile phone sales data in a month
- Create a shipping invoice

## EDUCATION

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### Bachelor of Information Technology, Bina Nusantara University

August 2018 – November 2025

- GPA: 2.70

### TKJ VOCATIONAL SCHOOL, INSAN CITA SCHOOL

September 2015 – July 2018

- Final Score: 77.00

## ORGANIZATIONAL EXPERIENCE

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### Facility Manager, Nippon Club Bina Nusantara

November 2018 – August 2020

- Managing and maintaining the Nippon Club Secretariat
- Create a secretariat duty schedule
- Facilitate activities held at the secretariat
- Manage secretariat equipment and supplies
- Cleaning the environment in and around the secretariat

### Volunteer Event, Nippon Club Bina Nusantara

November 2018 – August 2020

- Assisting Nippon Club management in events as a committee
- Help sell Nippon Club merchandise during bazaar events

## AWARD

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- |                                                   |      |
|---------------------------------------------------|------|
| • OCNA Omada Certified Network Administrator      | 2025 |
| • Passed the JLPT N5 Exam with a Score of 107/180 | 2022 |
| • AWS Cloud Engineer                              | 2022 |

## SKILLS

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### Soft skills:

- |                         |                     |            |
|-------------------------|---------------------|------------|
| • Organizational skills | • Learning ability  | • Adaptive |
| • Communication         | • Analytical skills |            |

### Hard skills

#### Technical skills

- Electronics
- LAN & Wifi network installation
- CCTV Installation

#### Software Skills

- MS Office (Word, Excel & Power Point)
- Arduino
- Figma
- Adobe Animate
- Unity
- Axure RP
- Corel Draw
- C
- Linux Debian
- PHP
- HTML,CSS,JS
- Laravel
- Flutter

# Portfolio

Personal Website  
rizkipratama.vecel.app

## Muhammad Rizki Pratama

Muhamad Keenan Ario  
Bina Nusantara University

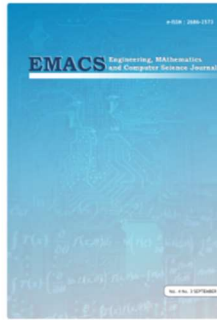
David Leon  
Bina Nusantara University

Muhammad Rizki Pratama  
Bina Nusantara University

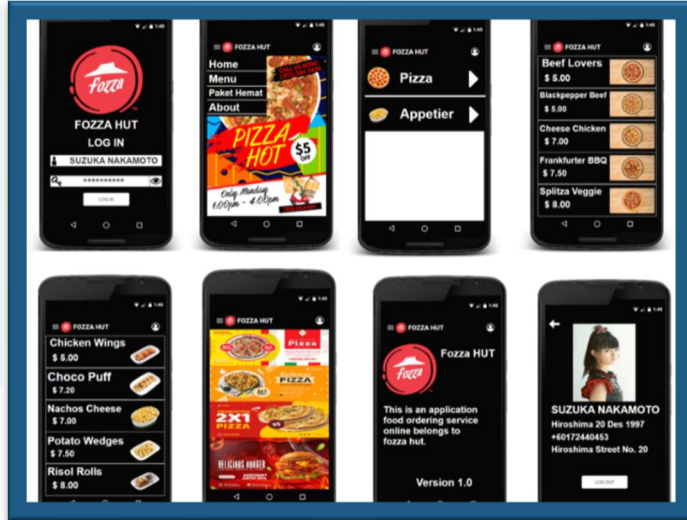
Gentrya Wirya Pamungkas  
Bina Nusantara University

DOI: <https://doi.org/10.21512/emacsjournal.v4i3.8787>

Keywords: Internet of Things, Chat Bot, Smart Home System, Mobile Application



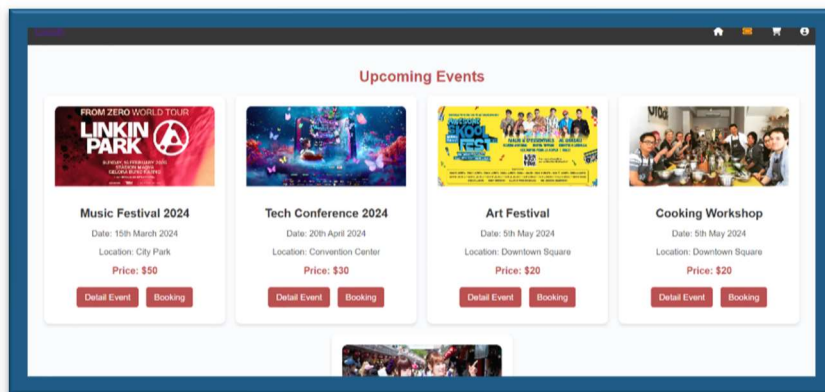
Creating an International Journal with the Title  
"Designing IoT-Based Smarthome System With  
Chatbot"



Creating a Restaurant Application  
Interface Design



Service for Playstation, Nintendo, laptop  
and smartphone game consoles

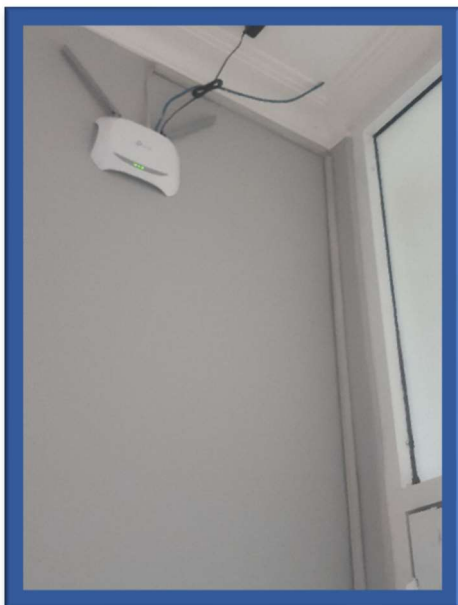


Create Event ticket booking website using PHP

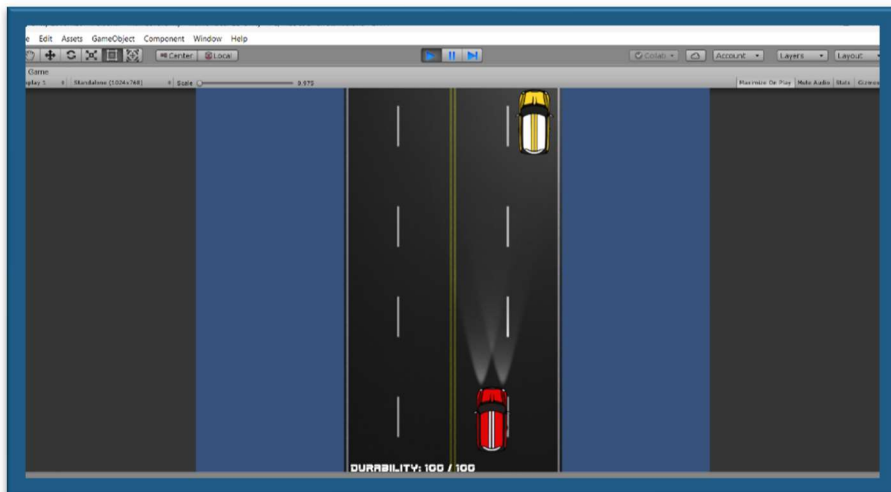
# Portfolio

Personal Website  
Rizkipratama.vercel.app

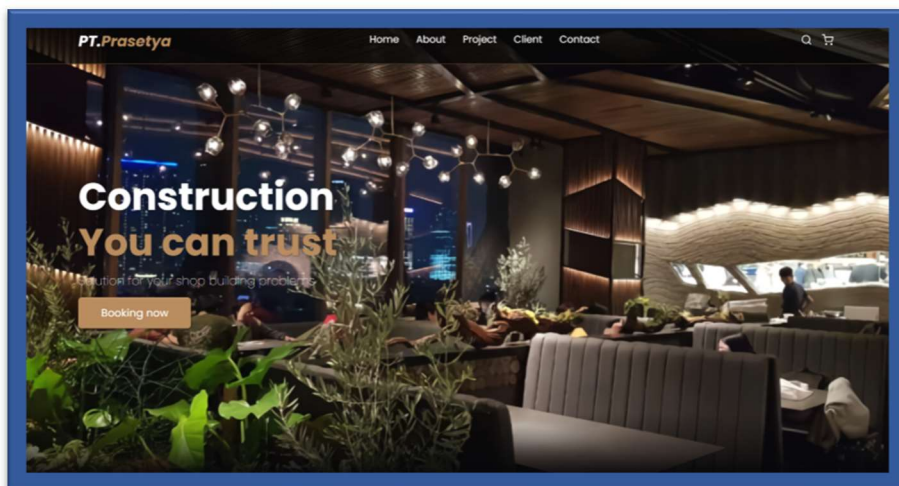
## Muhammad Rizki Pratama



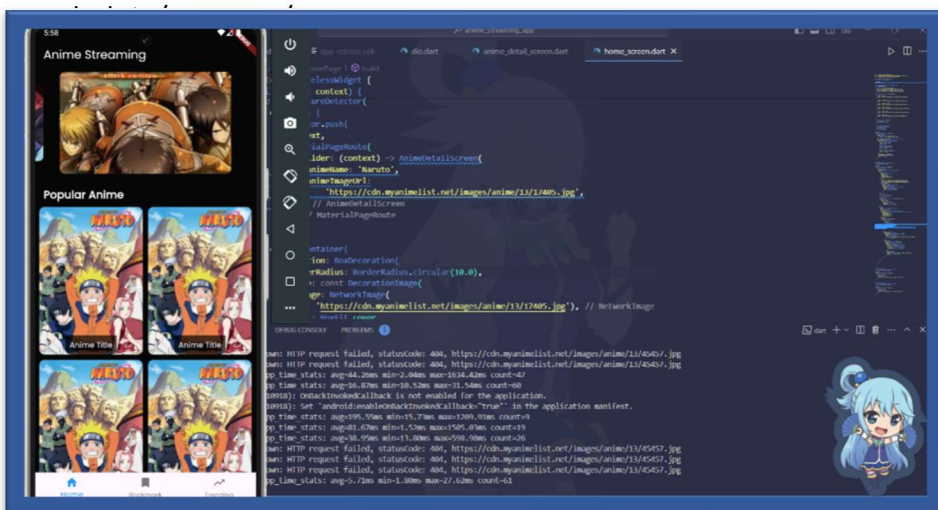
Wifi, LAN & CCTV installation for  
shophouses and stores



Creating Multimedia Assets in the Traffic Racer game



Create a Company Profile website with the Laravel framework.  
Link: <https://prasetya-construction.vercel.app/#project>



Create an anime streaming service application with flutter

**SURAT KETERANGAN**  
**TO WHOM IT MAY CONCERN**

Nomor : 011289/VR.AD-SGGC/IX/2025

Menerangkan bahwa  
*This is to certify that*

Nama  
*Name* : MUHAMMAD RIZKI PRATAMA

Tempat dan Tanggal Lahir  
*Place and Date of Birth* : JAKARTA, 11 Juni 2000  
*JAKARTA, June 11, 2000*

Nomor Induk Mahasiswa  
*Student Identification Number* : 2201781161

Fakultas/Sekolah  
*Faculty/School* : School of Computer Science

Program Studi  
*Study Program* : Teknik Informatika  
*Computer Science*

Program  
*Program* : *Computer Science*

Status  
*Status* : Akreditasi BAN berdasarkan SK Badan Akreditasi Nasional Perguruan Tinggi  
No. 001/SK/LAM-INFOKOM/Ak.Int/S/XI/2024 tanggal 30 November 2024  
*Accredited by National University Accreditation Board*  
No. 001/SK/LAM-INFOKOM/Ak.Int/S/XI/2024 dated November 30, 2024

Telah lulus jenjang pendidikan Strata Satu (S1) Universitas Bina Nusantara, dan berhak memakai gelar :  
Sarjana Komputer (S.Kom.)

*Has passed Bachelor Degree (S1) at Bina Nusantara University, and has achieved the degree of :*  
*Sarjana Komputer (S.Kom.)*

Keterangan ini diberikan kepadanya untuk menerangkan bahwa Ijazah asli mahasiswa yang bersangkutan masih dalam proses penyelesaian.

*This letter of reference is issued for the student as a proof that the Certificates are being processed accordingly.*

Jakarta, 16 September 2025  
Bina Nusantara University



Prof. Dr. Engkos Achmad Kuncoro, S.E., M.M.  
Wakil Rektor - Pengembangan Akademik  
*Vice Rector - Academic Development*





KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
REPUBLIK INDONESIA

**I J A Z A H**  
**SEKOLAH MENENGAH KEJURUAN**  
**PROGRAM 3 TAHUN**

TAHUN PELAJARAN 2017/2018

Program Studi Keahlian : *Teknik Komputer dan Informatika*  
Kompetensi Keahlian : *Teknik Komputer dan Jaringan*

Yang bertanda tangan di bawah ini, Kepala Sekolah Menengah Kejuruan .....

**Insan Cita**

Nomor Pokok Sekolah Nasional : **20177897**

Kabupaten/Kota **Administrasi Jakarta Barat**

Provinsi **DKI Jakarta** ..... menerangkan bahwa:

nama : **MUHAMMAD RIZKI PRATAMA**

tempat dan tanggal lahir : **Jakarta, 11 Juni 2000**

nama orang tua/wali : **Suwarno**

Nomor Induk Siswa : **0098**

Nomor Induk Siswa Nasional : **0005802312**

nomor peserta Ujian Nasional : **4-18-01-03-151-015-2**

sekolah penyelenggara Ujian Sekolah : **SMK Insan Cita**

sekolah penyelenggara Ujian Nasional : **SMK Insan Cita**

**LULUS**

dari sekolah menengah kejuruan setelah memenuhi seluruh kriteria sesuai dengan peraturan perundang-undangan.

**Jakarta 03 Mei 2018**

Kepala Sekolah,



**Hj. Ida Farida, SE**

DN-Mk/06 0019916



**DAFTAR NILAI**  
**SEKOLAH MENENGAH KEJURUAN**  
**Tahun Pelajaran 2017/2018**

Nama : **MUHAMMAD RIZKI PRATAMA**  
 Tempat dan Tanggal Lahir : **Jakarta, 11 Juni 2000**  
 Nomor Induk : **0098**  
 Nomor Induk Siswa Nasional : **0005802312**  
 Kompetensi Keahlian : **Teknik Komputer dan Jaringan**

No.	Mata Pelajaran	Nilai Rata-rata Rapor	Nilai Ujian Sekolah
<b>Normatif</b>			
1.	Pendidikan Agama	81	81
2.	Pendidikan Kewarganegaraan	75	76
3.	Bahasa Indonesia	75	75
4.	Pendidikan Jasmani, Olahraga & Kesehatan	78	80
5.	Seni Budaya	77	79
<b>Adaptif</b>			
1.	Matematika	72	73
2.	Bahasa Inggris	74	75
3.	Keterampilan Komputer dan Pengelolaan Informasi	77	78
4.	Kewirausahaan	73	76
5.	Ilmu Pengetahuan Alam	84	82
6.	Ilmu Pengetahuan Sosial	79	78
7.	Fisika	72	77
8.	Kimia	72	
9.	Muatan Lokal		
	a. <i>Desain Grafis</i>	78	79
	b. ....		
	c. ....		
<b>Produktif</b>			
1.	Dasar Kompetensi Kejuruan	77	
2.	Kompetensi Kejuruan	79	78
<b>Rata-rata</b>		77	78



**Jakarta 03 Mei 2018**

Kepala Sekolah,

*Hj. Ida Farida, SE*

NIP .....





## English Proficiency Institutional Test (EPIT)

English proficiency institutional test

### Exam details

Student MUHAMMAD RIZKI PRATAMA  
Exam date 19 Sep 23  
Institution name Bina Nusantara Learning Center



### Exam results

Total score (pt)

377



Skill level (CEFR)

Basic User (A2)

Listening Comprehension 41pt (33-68), CEFR: A2

#### Description

When you listen to a short dialogue about an everyday subject, you can:

- understand the main idea
- understand the basic vocabulary
- understand details that are said clearly, repeated or marked by the speaker as important
- understand what the speaker is referring to when a pronoun or possessive adjective is used, e.g., 'it', 'they', 'yours'

Structure and Written Expression 36pt (33-68), CEFR: A2

#### Description

You can usually:

- use and understand the most often used tenses of common verbs
  - use a singular or plural noun correctly as the subject of a sentence in very simple sentences
  - use linking verbs, especially 'be', to connect subjects with nouns or adjectives
  - recognize that some common verbs require nouns as objects
  - use simple comparatives and superlatives correctly
  - join clauses with common conjunctions such as 'and', 'but', 'because'
- 

## Reading Comprehension

36pt (29-67), CEFR: A2

### Description

You can usually:

- understand the general idea of sentences that use simple, everyday vocabulary
  - understand the main idea of a text when the important vocabulary is repeated in many sentences
  - understand the meaning of common pronouns, e.g., 'it', 'they'
  - find particular information in a text when it is pointed to directly, e.g., 'in line X', 'in paragraph Y'
- 

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# DIGITAL TALENT SCHOLARSHIP

Kementerian Komunikasi dan Informatika



Nama Lengkap

**Muhammad Rizki Pratama**

Nomor Pendaftaran

**153352736101-137**



background

No Identitas(KTP)

: 3173061106001001

Tempat, Tanggal Lahir

: Jakarta, 11 - June - 2000

Email

: muhammad.pratama032@binus.ac.id

Nomor Telepon

: 6289507140182

## Informasi Pelatihan

Penyelenggara

: Pusat Pengembangan Profesi dan Sertifikasi

Akademi

: Talent Scouting Academy

Tema

: Become an AWS Elite Cloud Engineer

Pelatihan

: Become an AWS Elite Cloud Engineer

Tanggal Pelatihan

: Senin, 8 Agustus 2022 - Jumat, 30 September 2022

## Kontak Darurat

Nama

: Shalshabila Adinda Pratama

Nomor Telepon

: 087828684491

Hubungan

: Adik

**Tanggal Registrasi** : Rabu, 20 Juli 2022 - Minggu, 31 Juli 2022

**Tanggal Unduh** : Sabtu, 30 Juli 2022 12:11:35



## Omada Certifications

*Muhammad Rizki Pratama*

Has successfully completed the Omada Certification requirements and is authorized as a  
**Omada Certified Network Administrator (OCNA)**  
**Routing & Switching**



Validate this certificate's authenticity at  
<https://training.tp-link.com/>  
TP-Link Verification NO. F987F7BAA09F47E9

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Pingji Li  
President  
TP-Link Systems Inc.