

TAUFIK AJI PUTRA

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Kota Tangerang 15151

Undergraduate Statistics student who is motivated and enthusiastic to learn, especially in terms of Data and Social Media.

Professional Experience

Ministry of Communication and Informatics - Jakarta, Indonesia

Jan 2022 - Present

Intern at PDSI (Pusat Data dan Sarana Informatika)

- Validate the data matrix from the website by checking and filling out the matrix periodically.

YAASMIN - Sidoarjo, Indonesia

Jan 2022 - Present

Data Entry Intern (Remote)

YAASMIN is a foundation that is engaged in social, humanitarian, and religious fields, by prioritizing information media and technology that can provide solutions to customers through products and services.

- Entering and checking data regarding job vacancies in the company database regularly every week.

Regional Financial and Asset Management Agency (BPKAD)

Oct 2019 - Dec 2019

Pati Regency - Pati, Indonesia

Freelance Data Entry Assistant

- Managed to enter data from tax payment data into the management information system of the organization. Using proper quality control procedures, managing documents, discovering and repairing problems while entering data.
- Completed the data entry process of approximately 60 taxpayer data into the database in a week in a row for 3 months freelance.

Education

Diponegoro University - Semarang, Indonesia

Aug 2019 - Feb 2023 (Expected)

Bachelor Degree in Statistics, 3.71/4.00

- Participate in various committee activities, organizations, and student activity units on campus.

Digital Skola - Jakarta, Indonesia

Aug 2021 - Jan 2022

Certificate in Data Science

- Took part in learning with 9 subjects for approximately 5 months with the Asynchronous and Synchronous learning methods.
- Participated actively in the development of two final projects with a team of five persons accompanied by a mentor.

Organisational Experience

Himasta Undip - Semarang, Indonesia

Jan 2021 - Dec 2021

Head of Communication and Information Department

- Responsible for managed and supervised the activities in the Communication and Information Department.
- Contributed to the activities of the Communication and Information Department and Himasta Undip in general.

Himasta Undip - Semarang, Indonesia

Feb 2020 - Dec 2020

Staff of Communication and Information Department

- Assigned to make videos about Himasta Undip activities and responsible for managing content on the website. I have managed to make an organization profile video, 7 post-show videos, 6 podcast episodes in 2 types for IGTV and Youtube, also 2 general videos in 2020 for a year on Himasta Undip Youtube Channel.
- Contributed to the activities of the Communication and Information Department and Himasta Undip in general, such as editing posters, videos, and became an MC of internal and external events.

Skills, Achievements & Other Experience

- **Skills:** Ms. Word, Ms.Excel, Ms. PowerPoint, SPSS, Minitab, Google Collab, Adobe Photoshop
- **Interest:** Data Science, Data Analyst, Data Entry, Social Media, Basic Design
- **Projects:** Data Science Modelling Project from Digital Skola (2021)
- **Off-campus Experience:** Studi Independen Kampus Merdeka Batch 1 at Digital Skola (2021)
- **Achievements:** Winner of the Scholastic Potential Test Olympiad by Tembus.FK (2019)