

# ARISYAH NURAFIFAH

✉ arisyanurafifah@gmail.com

Bandung, Indonesia

☎ +62 896-5614-0877

## SUMMARY

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A Fresh Graduate from Polytechnic TEDC Bandung by majoring in DIII Computer Engineering, I have basic knowledge about Administrative because I have freelance and internship experiences on Admin Fields. I am able to work well, both in team and individual. I have a high desire to learn, quick to learn and have always been willing to learn new abilities.

## KEY SKILL

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Administrative	Data Anaysist, Data Entry, Attention to Detail.
Social Media	Instagram, Facebook, Tiktok.
Marketplace	Shopee, Tokopedia.
Editing/ Design	Canva, Basic Photoshop, Video Editing Mobile.
Microsoft Office	Ms. Excel, Ms. Word, Ms. Power Point.
Other	Typing Speed, Eager to learn, Quick to adapt, Quick to learn, Teamwork.

## EXPERIENCES

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**Data Entry Freelancer**                      **Bandung Institute of Governance Studies**                      **April 2022 - Present**

- Input data on people who have a history of tuberculosis.
- Input data on people have contacts with infectious tuberculosis patients.
- Input data of patients who get anti-tuberculosis drugs.
- Search and enter data of patients who get sputum specimens.

I was able to complete the input data according to the deadlines set by the company, by being able to work on 30-50 index per day.

**People Management Admin Intern**                      **eFishery**                      **Feb 2022 - April 2022**

- Provide and update database-related performance management.
- Input Reimbursement data.
- Create Data Analysis related to Performance Management.
- Follow-up new employees regarding the input of personal data.
- Create Movement Application Letters.

## EDUCATION

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**Associate's of Informatics Engineering**                      **2018 - 2021**

Computer Engineering : Polytechnic TEDC Bandung GPA : 3.68 / 4.00

## COURSE EXPERIENCE

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**Beginner Web Development Class**

**Self Employed**

***April 2022 - June 2022***

- Joined the Web Training Program, learning on Beginner Web Development for 3 month.

**In-House Training Electronic Industrial Automation**

**ILP Kepala Batas, Malaysia**

***Jul 2019 - Aug 2019***

- Module 1 : Pneumatic
- Module 2 : Electro-Pneumatic
- Module 3 : Programable Logic Controller (PLC)

## ORGANIZATIONS EXPERIENCES

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Member of Art Division

UKM Seni Teater Pancaniti

2018 - 2021

Vice Leader of Japan Club

Nihongo Kurabu

2016 - 2017

## PROJECT ACADEMIC ACTIVITIES

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Title of Final Project : **Scheduling System and Automatic Fish Feeder Monitoring Based on the Internet of Things**. This system is applied at fish pond to scheduling and feed the fish automatically.