

Javier Naufal Arfaqi



Bandung City, Indonesia | javieearfaqi@gmail.com |

PROFILE

I am a detail-oriented and highly organized individual seeking a position in Data Entry to contribute strong data management and accuracy skills. Adept at entering and verifying data with a keen eye for detail and a commitment to maintaining data integrity. I can learn quickly, adaptable, cooperative, communicate well, and have strong work motivation.

SKILLS & COMPETENCIES

- **Data Entry:** Proficient in entering data with speed and accuracy.
- **Attention to Detail:** Strong focus on maintaining data accuracy and completeness.
- **Organizational Skills:** Proven ability to manage and organize large volumes of data.
- **Time Management:** Capable of meeting deadlines and managing multiple tasks simultaneously.
- **Communication:** Clear and effective communication skills.
- **Toolset:** Ms. Office (Word, Excel, Power Point, Outlook), Google Analytics, Google Forms, Google Sheets, Open Refine, Dropbox.

EDUCATION

2020 - 2024

Telkom University

Bachelor's degree Industrial Engineering ,GPA: 3.45/4.00

- Achievement : Top 4 Business Plan Competition National, JBC Telkom, 2022.

LANGUAGES

Indonesian – Native proficiency (oral and written)

English – Fluent (oral and written)

EXPERIENCES

Networking & IT Solution Intern • PT Telekomunikasi Indonesia Tbk

October 2023- Recent

- Assist in resolving network and IT issues by accurately documenting customer interactions.
- Enter performance metrics and findings for reports on Telkom Indonesia's network and IT.
- Record collaborative efforts with partners to enhance Telkom Indonesia's network and IT services.

Data Entry Clerk • Andrew Co

June – September 2023

- Research online platforms such as Turbotenant.com, Zillow.com, Avail.co, Zumper.com, and others to determine the most effective platform for property listings.
- Create appealing and informative listings for each property on the selected platforms and Add high-quality images and compelling descriptions
- Monitor listing performance by collecting data on visits, inquiries, and conversion rates, and regularly generate reports on listing activities, offering recommendations to enhance visibility.
- Manage property availability calendars to ensure that information on online platforms is always up-to-date and accur

Research Assistant • Enterprise Intelligent System Laboratory

June - August 2023

- Utilized advanced data entry techniques to assess and maintain records related to bridge health, including inputting vibration indicators and dynamic response data to vehicle loads. Managed internal circuit modules and components such as Internal Circuit Module 1-3, Seals 1-2, and Screws (ISO 7045 M3x210, ISO 1207 M4x8, and ISO 1207 M3x5).
- Demonstrated strong data entry skills in project management by creating and updating comprehensive project plans. This included data entry for goal setting, scope definition, scheduling, budgeting, and resource allocation. Actively participated in risk assessment and data entry for the formulation of effective risk mitigation strategies.
- Contributed to the development of a research paper titled "Development of Smart Web for Rural Social E-Learning," showcasing dedication to advancing e-learning in rural areas through effective data entry and documentation.
- Skillfully entered data to oversee the implementation of infrared technology for optimizing nighttime crab cultivation. Performed data entry for underwater sensors to monitor critical water parameters, including temperature, pH, and oxygen levels. Implemented precise data entry for feeding practices to reduce waste and ensure consistent nutrition.