

MUHAMMAD FACHRIZAL

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PROFILE

A passionate in Impact, Learning & People Development field. Graduated from Syiah Kuala University with background in Education. Experience in Training & Community including running end-to-end the project also teaching & facilitating 100+ users. Open to learn new things and proven ability to consistently meet deadlines.

SKILLS

Technical : Microsoft Office, Graphic Design (Adobe Photoshop & Corel), Research, Facilitating, Administrative
Professional : Leadership, Communicating, Program Management, Public Speaking, Teamwork, Negotiation
Languages : English

EXPERIENCE

Admin Cluster

Aug 2025 – Jul 2026

PT. Ruang Raya Indonesia (Ruangguru)

- Manage and process the monthly salary administration for all teachers.
- Input academic activity data into the SLMS (Smart Learning Management System)
- Collect and verify data such as teaching hours, attendance, and performance for payroll calculations.
- Ensure accurate, timely, and confidential handling of salary disbursements.
- Maintain detailed and organized records of salary payments.
- Create and update the daily teaching schedule for all tutoring classes.
- Make adjustments to the schedule based on teacher availability or student needs.

Associate Mentor

Jan 2024 – Jun 2025

Dampak Sosial Indonesia

- Mentoring BSI (Bank Syariah Indonesia) scholarship awardees in their personal and professional development.
- Providing insights on leadership, academic and non-academic growth, and self-development strategies.
- Supporting mentees in overcoming academic and professional challenges to maximize their potential.
- Conducting mentorship sessions focused on enhancing communication and leadership skills.

Learning Facilitator

Jan 2023 – Mar 2025

PT. Widya Kreasi Bangsa (Widya Edutech)

- Facilitated 100+ user and being a moderator in class, engage with user in chat group and respond queries.
- Conducted learning session such as zoom, calendar, form. Manage and update participants & Instructors database.
- Collaborated with Learning Team to deliver the needs of the learning team to participants and mentors

Program & Learning Operation

Des 2020 – Aug 2023

Forum Indonesia Muda

- Facilitated 100+ students and colleges for training online/onsite and collaborate with mentors to deliver training materials and lead activities group during training.
- Engaged with participants in group and update participant's databases such as attendance, assignment, learning journey, complains and report to facilitator lead.
- Liaised between the school and the Ministry of Education and Culture in "Pelatihan Penguatan Karakter Siswa ADEM 3T" annual event and ensure the participant logistics are set up in 10+ school

Enumerator Registrasi Sosial & Ekonomi (Project Based)

Oct 2022 – Nov 2022

Badan Pusat Statistik, Banda Aceh

- Collected & verified 200+ data on a hamlet and update the data in application
- Coordinated with Villages Official to obtain data actual and educated society about Sensus
- Reported and fixed the data to lead and an entry data.

Teacher (Intern)

Feb 2018 – Apr 2018

SMKN 1 Al-Mubarkaya, Banda Aceh

- Taught 3 class and administered students database and questions test for 60 students.
- Encouraged students in their study to increase their analytical and critical thinking.
- Facilitated 50+ students for extracurricular such as Pramuka and Badminton.

ORGANIZATION

Community Officer

Aug 2018 – Jul 2020

Forum Indonesia Muda (FIM) Aceh Region

- Conceptualized and executed annual project and collaborate with other community for the project. Landing 20+ project and impact to society with education, healthy, environment and disaster field.
- End to end hiring & manage 20 volunteers, resulting 4 social project and impact to 150+ participants.
- Conduct training need analysis, competencies mapping, and assessment for volunteers
- Created & posted 20 pieces of engaging of visual content and increase 50% new follower.

Deputy Head of Society Development

Jan 2018 – Des 2018

Himpunan Mahasiswa Kimia, FKIP Universitas Syiah Kuala

- Initiating funding programs for disasters (earthquakes, floods, etc.) and leading green programs such as tree planting, clean up programs and green campaigns.
- leading internal and external programs such as visits to orphanages, nursing homes etc
- Initiating the 2017 Open Cup Badminton activities in the association's major annual event

Head Of Talent And Interest Division

Jan 2017 – Des 2017

UKM Ldf Al-Mudarris FKIP Universitas Syiah Kuala

- Holding internal programs for human resource development such as design, public speaking, writing and leadership
- Evaluated the effectiveness of training and activities, providing recommendations.

Head Of Student Welfare Division

Jan 2016 – Des 2016

Badan Eksekutif Mahasiswa (BEM) Universitas Syiah Kuala

- Successfully advocating student needs and help claim insurance for 30+ students who got into an accident.
- Directed the team of 80+ Volunteer in annual event BEM FKIP USK with 500 participants and 10+ event contest.

EDUCATION

SYIAH KUALA UNIVERSITY, INDONESIA

Sep 2014 – Feb 2020

Faculty of Teacher Training and Education, Chemistry Education

- Produced 8 learning videos and collaborate with campus learning team to make appropriate video.
- Facilitated the requirements of attendees in scientific journal workshop for 100+ participants.

TRAINING

Human Resources & Talent Acquisition by Edspert.id (Training)

Nov 2024

Advanced Excel for Data Analst by Edspert.id (Training)

Sep 2024

Google Data Analytics Certification by Google (Training & Certification)

Jul 2023 - Sep 2023

Intensive Class Basic Project Management by Maxima Impact Agency (Training)

Feb 2023

Data Journalism by TEMPO Institute (Training)

Jan 2022

Graphic Design by Balai Latihan Kerja Kemnaker (Training & Certification)

Feb 2021 – Apr 2021

Big Data For Social Science, Digital Talent Scholarship by Kominfo (Training)

Nov 2020

Pelatihan Nasional Forum Indonesia Muda, Jakarta (Leadership Training)

Nov 2019

Future Leader Summit, Semarang (Leadership Training)

Sep 2016