



MAGHFARID HAGIA BIWANA

+6282293173565 | hbmaghfarid@gmail.com | www.linkedin.com/in/ maghfari dhagiabiwana

Jl Palmerah Barat V no 14, Jakarta Barat

Fresh graduate with a Bachelor's degree in Informatics Engineering and strong interest in Project Administration and Project Support. Detail-oriented, well-organized, and capable of managing project documentation, preparing reports, and supporting project coordination. Proficient in office and collaboration tools with good communication and time-management skills.

Work Experiences

Project Administrator (Academic Project / Final Project)

- Managed and organized project documents including proposals, timelines, and reports
- Prepared periodic project progress reports
- Assisted in scheduling activities and coordinating team members
- Used Microsoft Word and Excel for project documentation and tracking

Secretary / Committee Member (Student Organization)

- Handled administrative documents and correspondence
- Prepared meeting minutes and activity reports
- Coordinated with team members and stakeholders

Education Level

Universitas Putra Indonesia - Padang, Sumatera Barat

Aug 2020 - Nov 2024

Bachelor of in Informatic Engineering, 3.35/4.00

SMA N 1 Pariangan - Batusangkar, Sumatera Barat

Jun 2018 - Jul 2020

Senior High School, MIPA Departement

Organisational Experience

Member / Committee – Sports Organization (Football, Futsal, Badminton, etc.) - Padang

Feb 2021 - Feb 2023

Staff

- Actively participated in team-based sports activities requiring strong coordination and communication
- Assisted in organizing training schedules and match preparations
- Supported event logistics and administrative tasks for sports events or tournaments
- Developed discipline, teamwork, and responsibility through regular training and competitions

Youth Mosque Organization (Remaja Masjid) - Batusangkar

Jun 2019 - May 2022

Head

- Planned and organized meeting agendas in coordination with mosque management
- Monitored weekly income and expenses and maintained financial records
- Prepared and presented weekly financial reports to the local community
- Coordinated and managed events scheduled on specific dates
- Led and supervised team members to ensure activities ran smoothly and on schedule

Skills, Achievements & Other Experience

- **Soft Skills:** Teamwork and collaboration, Discipline and responsibility, Leadership and communication Time management,
- **Hard Skills:** IT Project Administration & Project Support, Project documentation and filing management, Basic Project Management fundamentals, Microsoft Office (Word, Excel, PowerPoint), Documentation, reporting, and data entry
- **Interest:** , IT Project Administartor, IT Project Management, Software Development, Data Science