

Muhammad Reza Pahlevi

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Technical Skills

HTML, CSS, Laravel, MySQL, PC-based computing experience (word processing, spreadsheet, powerpoint), Hands-on experience with MYOB and Accurate platforms for financial reporting, Demonstrated ability to operate Odoo ERP for educational content delivery and user management, Proficient in Digital Document Management (E-Signature Workflows, and Document Redaction for compliance)

Soft Skills

Cross-functional Team Collaboration, Technical Problem-solving, Written and Verbal Communication, Project Planning and Time Management, Agile and Scrum Methodologies

Additional Skills

Video Editing, Created frame-by-frame 2D Animations

Work Experience

Ministry of Transportation (Indonesia) — Operation Associate (Practical Work Internship) Apr 2025 – Jun 2025

Assisted in collecting and compiling operational, planning, and performance data from port units (UPP/KSOP). Contributed to analyzing recapitulated data under the guidance of directorate staff to support evaluation and reporting processes.

- Analyzed the effectiveness and user adoption rate of the SRIKANDI (Integrated Dynamic Archives Information System) application at the Directorate of Port Affairs, Directorate General of Sea Transportation, Ministry of Transportation of the Republic of Indonesia.
- Identified key implementation challenges of the digital archiving system and formulated improvement recommendations to support the optimization of the Electronic-Based Government System (SPBE).
- Compiled an evaluation report that also served as the basis for the academic Field Work Practice (PKL) report.
- Conducted regular data collection and processing on port-related data to support the directorate's reporting and monitoring needs.
- Completed a 2-month internship at a central government ministry, gaining hands-on experience in administrative governance and digital archive management.

Education

Bachelor of Science in Information Systems Sep 2022 – Mar 2026

Darma Persada University, GPA 3.4. Relevant Coursework: Data Structures, Algorithms, Database Systems, Web Development, Cloud Computing

Certifications

- Indonesia Smart Factory Expert Training Program - Ministry of Cooperatives and SMEs (Indonesia) & INNOBIZ Korea, Issued Dec 2023

Languages

Bahasa Indonesia, English