

SYIFA FEBRIYANI

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PROFILE

Telecommunication Engineering graduate with hands-on experience in document control, technical documentation, and network drafting within the telecom industry. Skilled in managing ATP documents, ensuring site installation compliance, and coordinating with field teams to minimize document rejection. Experienced in FTTH network design, including HLD/LLD preparation, field surveys, and as-built updates. Also experienced as practicum assistant with strong analytical abilities and effective communication skills in technical environment. Additionally holds Cisco Networking Academy certification with a strong foundation in networking and IT essentials. Detail-oriented, well-organized, and collaborative teamwork, ready to contribute in any professional setting.

EDUCATION

Telkom University Purwokerto <i>Bachelor of Telecommuication Engineering, 3.87/4.00</i> Thesis: Bird Pest Repellent at the Mina Jaya Pokdakan (Internet of Things)	Central Java, Indonesia Sept 2021 – Jul 2025
Telkom Vocational Schools Jakarta <i>Vocational School Access Network Engineering, 88.38/100.00</i> Achieved Top 15 parallel ranking across the entire batch	DKI Jakarta, Indonesia Jun 2018 – Jul 2021

WORK EXPERIENCES

Document Control PT Sinergi Karya Bakti - Successfully closed ATP documentation for over 50 sites, ensuring timely submission and compliance with project standards. - Reviewed installation photos from ISDP to ensure compliance with site layout and project technical standards. - Coordinated with field teams to address any discrepancies, providing corrective recommendations before submission to minimize document rejection. - Prepared and managed supporting project documents, including BOQ, ABD, SID, Pictorial Report, and TSSR, in accordance with Huawei standards and customer requirements.	West Java, Indonesia Nov 2025 - Present
Practicum Assistant Network Security Laboratory - Was responsible for the Data Security and Blockchain practicum course with an average of 40 students per semester. - Served as a practicum assistant, delivered explanations of practicum modules covering topics such as cryptographic algorithms, data encryption and decryption, and blockchain architecture. - Evaluated student reports, provided feedback, and assisted with grading and corrections.	Telkom University Purwokerto, Indonesia Sept 2024 – Jan 2025
Drafter Internship PT Telkom Akses - Designed High Level Design (HLD) and Low-Level Design (LLD) for network development using Google Earth, GE <i>Smallworld</i>, and other tools, following PT Telkom Akses standards. - Conducted field surveys to check customer locations, find the nearest network points, and mark the planned cable routes. - Updated FTTH as-built drawings and managed network inventory data, including measuring and documenting installed infrastructure.	Tangerang (BSD), Indonesia Feb 2024 – Jun 2024
Practicum Assistant Datacomm Laboratory - Was responsible for the Communication Systems 1 practicum course with an average 25 students per semester. - Served as a practicum assistant, explaining practicum modules related to communication systems. - Evaluated student reports, provided feedback, and assisted with grading and corrections.	Telkom University Purwokerto, Indonesia Aug 2023 – Dec 2023
Staff Administration & Finance Datacomm Laboratory - Managed laboratory finances (including expenditures, receipts, and accurate financial reporting). - Maintained and handled administrative tasks. - Coordinated and supported internal meetings to ensure smooth laboratory operations.	Telkom University Purwokerto, Indonesia Aug 2023 – Jun 2025

ORGANIZATIONAL EXPERIENCES

Staff Sponsorship Telcolimpiade (HMTT) - Developed sponsorship proposals outlining the benefits and value that sponsors would receive from their involvement. - Communicated with potential sponsors, built relationships, and negotiated terms, benefits, and expected contributions. - Monitored the implementation of sponsorship agreements, ensured sponsors received the promised exposure, and evaluated the impact and effectiveness of the sponsorship.	Telkom University Purwokerto, Indonesia Jul 2022 – Nov 2022
Staff Publication, Documentation, and Decoration ITTP Chess Cup 2022 - Designed event posters for promotion and publication. - Created event decorations to support the competition atmosphere. - Designed more than 30 certificates for winners, participants, and committee members, ensuring professional and consistent event branding.	Telkom University Purwokerto, Indonesia Jul 2022 – Nov 2022

SKILLS, CERTIFICATIONS & OTHER EXPERIENCES

- **Soft Skills:** Critical Thinking, Detail-Oriented, Responsible, Time Management, Problem Solving, Team Collaboration, Communication, Coordinated.
- **Hard Skills:** Fiber to The Home (FTTH), Internet of Things (IoT), Microsoft Office, AutoCAD, Copywriting, Document Control, Editing
- **Certification - English Proficiency Test** **2025**
Achieved an English Proficiency Test (EPrT®) score of 490 at Telkom University Language Center, with competencies in Listening (51), Grammar (46), and Reading (50).
- **Course and Certification - Cisco Networking Academy** **2023**
CCNAV7: Introduction to Networks - Switching, Routing, and Wireless Essentials **2019**
- **Projects - Competency Qualification Exam at Telkom Vocational School Jakarta** **2018-2021**
Completed the Qualification Test, gaining practical skills in telecommunication and networking. The program covered PSA circuit design and measurement, LAN installation and testing, fiber optic splicing, and FTTH network setup (ODP, drop cable, and IKR). Conducted a VSAT antenna simulation using a cardboard model, strengthening my technical understanding of satellite communication systems.