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**Personal Details :**

Full Name : Al Muttaqin

Nick Name : Aal

Sex : Male

Place, Date Of Birth : Cilacap, December 29, 1986

Nationality : Indonesia

Marital Status : Married

Height, Weight : 170 cm, 65 kg

Health : Perfect

Religion : Islam

IPK : 3.11

Address : Jln Pemuda, No. 29, RT 01/04, Dondong, Kesugihan, Cilacap, Jawa- Tengah, Kode Pos 53274

Mobile Phone : 082191300799 / 085756202733

E-mail : smart\_aal@yahoo.com

**Educational Background :**

2005 – 2008 : Islamic Senior High School (MAN 1), Cilacap, Central Of Java.

2008 – 2012 : Information System Departement at the STMIK AMIKOM Yogyakarta, Central of Java.

**Qualifications :**

1. Administration Skill (Jurnal Printing & Calculation, Cash Payroll & Calculation, Inventory Controls, Project Data Updating, Teller, Salary Calculation etc)
2. Computer Skill ( Install, Hardware, Software, Service and Maintenance)
3. Computer Software Skill (MS Word, MS Excel, MS Power Point, MS Acces, MS Outlook, Printing and Scanning)
4. Website Literate ( Blogging, XAMPP, PHP MySQL, CSS, CMS, Java Script etc)
5. Multimedia Literate (Adobe Photoshop, Corel Draw, Adobe Flash CS3, Adobe Flash Player CS3)
6. Internet Literate

**Languages :**

Fluency in Arabic, English, and France

**Working Experience :**

1. Company Name : CV. Karunia Teknik.

Project Location : Kota Baru, Yogyakarta

Clasification : IT Staff

Period of service : December 2011 – August 2012

Purpose : Outsorce Working

Job’s Description:

* Troubleshooting computer hardware, software, and maintenance.
* Installing windows (XP, VISTA, Windows 7, Server 2003, 2008)
* Service and maintenance, installing Linux (Desktop version),
* Installation Hotspot area,
* Installing Scanner and printer, service and maintenance,
* Developing comercial website, and make a grapic design.
1. Company Name : PT.Bangun Bejana Baja.

Project Location : Terminal LPG Bosowa Project, Makassar

Clasification : Administration & IT Staff

Period of service : September, 2012 – June, 2013

Reason for leaving : Job Completed

Job’s Description:

* manage employee working hours policies,
* procedures Implement financial policies,
* invoices and employee payroll arrangements,
* budget meetings,
* Ensuring transaction has been recorded and entered into the system,
* computerized accounting,
* business correspondence,
* business travel schedule,
* inventory control,
* preparing presentation materials,
* installation and maintenance of scanners and printers,
* send email, create a report with MS Word and excel.
1. Institution Name : SMK Al Mu’allim Kesugihan.

Location : Nusa Inndah, Kesugihan, Cilacap.

Clasification : Teacher of Komputer, IT Maintenance

Period of service : July, 2013 – February, 2014

1. Company Name : PT.Bangun Bejana Baja.

Project Name : Senoro Gas Development Project, Luwuk Banggai, Sulawesi

Clasification : Logistic / Warehouse Departement

Period of service : April, 2014 – Marc, 2015

Reason for leaving : Job Completed

**References**

 Will be furnished upon request.

 Cilacap, May 2015

 Sincerely yours,

 Al Muttaqin.