



M. AHDA LUKMAN ALDZIKRAN

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SHORT PROFILE

As a fresh graduate of SMK Building Information Design who not only mastered the basics of design, but also had hands-on experience in the field of administration and public services through the internship program. Skilled in the use of Microsoft Office (Word & Excel) and able to adapt to various work environments, including private companies and government agencies. Have excellence in discipline, thoroughness, and high focus on tasks. Ready to contribute as a dexterous, communicative, and responsible workforce in both individual and team work.

WORK EXPERIENCE

PT. ALAM JAYA GRAHA - Operational Administration Assistant **31 Jul 2023 - 28 Nov 2023**

- Assist the administration team in managing vehicle documents and customer data
- Input and verify vehicle data using Microsoft Excel with a high level of accuracy
- Recap monthly operational reports for internal company purposes
- Support the correspondence process and document archiving in a structured manner
- Adapt to a professional work environment and complete tasks with tight deadlines.

Immigration Office Class I Non TPI Karawang **22 Apr 2024 - 22 Jul 2024**

- Directly involved in the process of managing passport making documents
- Assist the public in filling out forms and verifying files according to procedures
- Organize and archive applicant documents systematically and safely
- Contribute in accelerating the flow of public services with effective communication and friendly service
- Learning government service procedures and work ethics in a bureaucratic environment

EDUCATION

SMKN 1 KARAWANG **2023 - 2025**

Building Information Modeling Design

- Building Information Modeling Design A major that studies building planning as a whole, from making technical drawings using software such as AutoCAD and SketchUp, to calculating the Budget Plan (RAB) with Excel. Learning materials include electrical aspects, water installations, and other construction systems. This provision has shaped me into an adaptive person who is ready to work across fields.

ADDITIONAL INFORMATION

Technical Skills:

- Microsoft Excel: Data processing, cost budget plan calculation, report recap, and automatic table creation
- Microsoft Word: Writing official documents, correspondence, and professional report formats
- Building Design Software: AutoCAD & SketchUp
- Document Archiving: Systematic and neat, both physical and digital

Activities:

- Actively maintain fitness through exercise routines such as running, jogging and swimming. Have interest and skills in team sports such as futsal and badminton, and strategy sports such as chess. These activities train discipline, consistency, teamwork and tactical thinking skills.