



SULTAN ALIF M. FADILLAH

OFFICER/STAFF

PROFILE

Graduated from SMK Negeri 4 Kota Probolinggo with a major in Multimedia. Experienced technician in Tol Bali Mandara and administrative staff with a strong background in Human Capital and Asset & Warehouse management.

Proficient in utilizing Microsoft Word, Excel, PowerPoint, Adobe Photoshop, and Premiere Pro to enhance productivity and streamline operations. Adept at managing administrative tasks, ensuring efficient workflow, and supporting team objective.

CONTACT

PHONE NUMBER/WHATSAPP:
082323623334
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SOCIAL MEDIA:
Instagram : @fadylastakhov13
Youtube : @fadylastakhova13
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HOBBIES

Video Content Creator
Video Editor
Music Editor
Workout
Graphics Design
Photography
Volunteering

EDUCATION

SMK Negeri 4 Kota Probolinggo

2015 – 2018

Major in Multimedia. GPA: 83,83. Public Service Advertisement Poster Design Award in 2017. Skills in Videography, Photography, Audio, and 2D Animation.

WORK EXPERIENCE

PT Delameta Bilano (Technician)

2018–2021

As a technician on the Bali Toll Road Project, I was responsible for maintaining and troubleshooting toll system, successfully reducing system downtime by 30% and improving traffic flow efficiency.

Joglo Kecombrang Bromo (Receptionist)

2021–2022

As a hotel receptionist, I efficiently managed front desk operations, handled guest inquiries and reservations, and ensured a welcoming and smooth check-in/check-out process, significantly enhancing guest satisfaction.

PT Delameta Bilano (Human Capital-Asset & Warehouse Staff)

2023–2024

As a staff member in Human Capital and Asset & Warehouse, I managed employee records, facilitated recruitment processes, and coordinated training programs to enhance workforce skills. Additionally, I oversaw inventory management, ensured accurate tracking of assets, and implemented efficient warehouse operations, resulting in improved resource allocation and operational efficiency.

SKILL

- Fluent in Bahasa Indonesia and English
- Proficient in Microsoft Word, Excel, and PowerPoint
- Skilled in Adobe Photoshop and Premiere Pro
- Competent editor
- Experienced driver