

Fahmi Fadillah

Admin Professional | Flutter Developer | Tech Enthusiast

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PROFILE

IT graduate from Universitas Bina Sarana Informatika with 3+ years of professional experience in administration and technology. Passionate about bridging office operations with modern tech solutions. Skilled in inventory planning, document management, Flutter mobile development, and web technologies.

EXPERIENCE

Admin Inventory Planning Sep 2023 - Present

PT Surganya Motor Indonesia - Depok, West Java

- Managing inventory planning and administration for automotive operations
- Processing and tracking stock levels, purchase orders, and supply chain documentation
- Optimizing workflow using Excel/Spreadsheets and digital tools

Flutter Developer (Studi Independen Kampus Merdeka) Aug 2022 - Jan 2023

Alterra Indonesia - Jakarta

- Completed intensive Flutter mobile development program from zero to hero
- Built cross-platform mobile applications as part of the Kampus Merdeka initiative
- Gained hands-on experience in Dart, state management, and app deployment

Administrator Jan 2020 - Aug 2022

PT Cepat Nahkoda Setia Singa - Tangerang, Banten

- Processed client requests and managed order fulfillment workflows
- Created invoices, delivery documents, and monthly reports
- Coordinated between departments for smooth administrative operations

EDUCATION

Universitas Bina Sarana Informatika (BSI) 2019 - 2023

Faculty of Information Technology

SKILLS

Administration	Office management, data entry, document processing, workflow optimization
Excel / Spreadsheets	Data analysis, reporting, pivot tables, formulas, inventory tracking
Web Development	HTML, CSS, JavaScript - functional and clean web interfaces
Mobile Development	Flutter / Dart - cross-platform mobile app development
IT Support	Hardware troubleshooting, networking basics, system maintenance
Tools & Software	Microsoft Office, Google Workspace, AI productivity tools

CERTIFICATIONS

- Flutter Mobile Development - Alterra Academy / Kampus Merdeka (2023)
- Information Technology - Universitas Bina Sarana Informatika (2023)