Cover Letter

Andri Faisal Rahman
+62 823 7438 1250
andrifaisalrahmans@gmail.com
Setiabudi, South Jakarta

Dear, Mr/Mrs
Human Resource, Company Recruitment Manager
On – Site

Job Reference : Administration/Data Science

Introducing, I am Andri Faisal Rahman. Based on the job vacancy information on JobStreet official website for position of Administration Staff, through this letter, I would like to apply for the position.

I have experience working as a Administration and Customer Service staff for 4 years and more. My background has equipped me with strong communication skills, proficiency in administrative tasks, and expertise in areas such as data science and digital marketing. I also excel in collaborative team environments.

In addition to my educational background and work experience, I have a keen interest in joining your esteemed company and contributing my best efforts. I am enthusiastic about sharing further details about my qualifications and experiences in a more in-depth discussion.

Enclosed with this letter, you will find my Curriculum Vitae, cover letter, and portfolio for your perusal. I am hopeful that you will grant me an opportunity for an interview, during which I can provide more comprehensive insights into my capabilities and how I can contribute to your organization.

Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely,

Andri Faisal Rahman

Andri Faisal Rahman

Customer Service/ Data Enthusiast

📞 082374381250

✉ andrifaisalrahmans@gmail.com

↖ la-tansa.com

📍 Jakarta Selatan, Indonesia

SUMMARY

A highly experienced professional with 4 years of background in the customer service.
dedicated with proven ability to work with target, at critical area, work with team. A person with enthusiasm, hardworking, fast learner, responsibility, team oriented, disciplined and able to work in under pressure environment. Additionally, currently pursuing a degree in data science from a reputable data learning institution.

EXPERIENCE

Kemkominfo Project   02/2020 - Present
PT Jasnita Telekomindo Tbk

Ditjen PPI (Direktorat Jenderal Penyelenggaraan Pos dan Informatika)

- PTSP Ditjen PPI

Assisting applicants for permit applications at the Direktorat PPI

Broadcasting License (radio and television)

Licensing for Courier/POS Activities (ex : JNE, J&T etc)

Telecommunications Licensing (ex: IndiHome, Telkomsel, MyRepublic etc)

- Customer Care - Agent

Handling calls are from national institution of television/radio broadcasters with questions about authorization, license, approbation or consultation on legitimacy purposes.

guiding telecomunication indusstry (telekomunication network and service) the way to handle their license at kemkominfo.

handling incoming calls and answering question of consultation about the regulation of postel.

handling the regulation of telecommunications network and service

Kemkominfo Project   07/2019 - 01/2020
PT Vads Indonesia DKI Jakarta

- BRTI (Badan Regulasi Telekomunikasi Indonesia)

Agent Sosmed Ministry of communication and informatics at PT VADS INDONESIA (2019) :

- handling complaints telecommunication providers.
- handle user inquiries and complaints through twitter.
- Ensure user satisfaction through feedback and solution.
- collaborate with internal team to handle complaints and other inquiries.

XL Axiata Project   06/2018 - 05/2019
PT Vads Indonesia Yogyakarta

Receive calls regarding customer complaints and information and provide solutions as quickly as possible to customers.

Follow up with customers regarding problems experienced.

Create a problem ticket through the customer problem application to immediately follow up on the problem at the Customer Relations section.

Continue to maintain customer service quality performance.

Fundraiser
Dompet Dhuafa Republika

05/2017 - 06/2017

- Develop and implement effective fundraising strategies to support Dompet Dhuafa's programs.
- Conduct fundraising in several places during the month of Ramadhan
- Oversee end-to-end management of fundraising campaigns, utilizing online and social media tools.
- Provide regular reports on campaign progress and achievements, evaluating the effectiveness of fundraising strategies.

Internship
Bina Ihsanul Fikri

11/2016 - 12/2016

- Conduct market research to analyze the latest trends and customer preferences in the Islamic banking industry.
- Assist in providing excellent customer service, handling inquiries, and addressing client needs.
- Support in maintaining accurate records and ensuring compliance with regulatory requirements in Islamic finance.
- Aid in financial analysis tasks, including preparing reports and assisting with financial statement reviews.
- Contribute to ensuring Sharia compliance in banking operations, participating in the review of transactions for adherence to Islamic principles

EDUCATION

Economy and Islamic Banking
Universitas Muhammadiyah Yogyakarta - Bachelor Degree

2017

- GPA : 3,33

CERTIFICATES

Certificates of Professional Development Data Science (Qarir Generator)   05/2023 - Present

Training dan Sertifikasi System Operasional Islamic Banking Aplication   10/2017 - Present

Training dan Sertifikasi Kompentensi Perbankan Syariah   10/2017 - Present

KURSUS MAHIR LANJUTAN PRAMUKA (KML)

KURSUS MAHIR DASAR PRAMUKA (KMD)

SKILLS

Data Analys	Intermediate	Corel Draw	Advanced
Basic Statis	Basic	Adobe Premier Pro	Advanced
Python (programming language)	Intermediate	Facebook Ads	Advanced
SQL Language	Basic	Customer Service	Advanced

LANGUAGES

Arabic	Intermediate	English	Intermediate

MAJELIS PENDIDIKAN TINGGI PIMPINAN PUSAT MUHAMMADIYAH

UNIVERSITAS MUHAMMADIYAH YOGYAKARTA

Terakreditasi "A", berdasarkan Surat Keputusan Badan Akreditasi Nasional, Nomor: 0061/SK/BAN-PT/Ak-IV/II/2013, tanggal 21 Februari 2013

Accredited "A", based on The Decree of The National Accreditation Board, Number: 0061/SK/BAN-PT/Ak-IV/II/2013, on February 21, 2013

Nomor Akta Pendirian / *Number of Establishment Certificate* : A-1/01.E/PW/1981, 26 Maret 1981

I J A Z A H

Nomor Seri Ijazah / *Serial Number of Certificate* : 41812/UMY/A/0273/X/2017

Dengan ini menyatakan bahwa / *This is to confirm that :*

ANDRI FAISAL RAHMAN

Tempat dan Tanggal Lahir / *Place and Date of Birth* : Daya Murni, 9 Mei 1994
Nomor Pokok Mahasiswa / *Student Number* : 20130730273

Telah menyelesaikan dan memenuhi semua persyaratan pendidikan jenjang Strata-1 serta dinyatakan lulus pada tanggal 31 Agustus 2017
Has succesfully fulfilled all prescribed requirements of the Stratum-1 on August 31, 2017

Pada / *At the* :
Fakultas / *Faculty* : Agama Islam / *Islamic Studies*
Program Studi / *Study Program* : Muamalat, Ekonomi dan Perbankan Islam / *Muamalat, The Concentration of Economic and Islamic Banking*

kepadanya dilimpahkan segala hak dan kewajiban yang berhubungan dengan ijazah yang dimilikinya, serta berhak memakai gelar

Sarjana Ekonomi Islam (S.E.I.)

rightfully uses the title of **Bachelor of Islamic Economics**, *and is therefore awarded all the rights and obligations attached to the degree.*

Rektor / *Rector*

Dr. Ir. Gunawan Budiyanto, M.P.
NIP. 19601120 198903 1 001

Yogyakarta, 21 Oktober 2017
Dekan / *Dean*

Dr. Akif Khilmiyah, M.Ag.
NIK. 19680212199202 113 016

UMY
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA

Terakreditasi A. No: 061/SK/BAN-PT/Ak-IV/PT/II/2013

Unggul & Islami

TRANSKRIP AKADEMIK *(ACADEMIC TRANSCRIPT)*
No. 3369/FAI/0273/X/2017

Nama *Name*	:	**ANDRI FAISAL RAHMAN**
Tempat, Tanggal Lahir *Place and Date of Birth*	:	**Daya Murni, 9 Mei 1994**
Nomor Mahasiswa *Registration Number*	:	**20130730273**
Nomor Seri Ijazah *Serial Number of Certificate*	:	**41812/UMY/A/0273/X/2017**
Nomor Akta Pendirian *Number of Establishment Certificate*	:	**A-1/01.E/PW/1981, 26 Maret 1981**
Fakultas / Program Studi *Faculty / Department*	:	**Agama Islam / Muamalat, Ekonomi dan Perbankan Islam** *Islamic Studies / Muamalat, The Concentration of Economic and Islamic Banking*

DAFTAR NILAI *(LIST OF GRADES)*

NO.	Matakuliah	Subjects	SKS Credit	NILAI Grades
1	Aqidah/Akhlak	Islamic Beliefs/Ethics	3	A
2	Kemuhammadiyahan	Muhammadiyah Studies	2	A
3	Pendidikan Pancasila dan Kewarganegaraan	Pancasila (Five Pilars) and Civic Education	2	B
4	Bahasa Indonesia	Indonesian Language	2	B
5	Bahasa Arab I	Arabic I	4	A
6	Bahasa Inggris I	English I	1	B
7	Pengantar Ekonomi	Introduction to Economics	3	B
8	Pengantar Manajemen	Introduction to Management	3	B
9	Pengantar Filsafat dan Logika	Introduction to Philosophy and Logics	2	B
10	Ulumul Qur'an	Sciences of the Quran	3	A
11	Ulumul Hadits	Sciences of Muhammadan Traditions	3	A
12	Bahasa Inggris II	English II	1	B
13	Bahasa Arab II	Arabic II	4	A
14	Statistik (Penelitian Bisnis)	Statistics (Bussiness Research)	3	B
15	Manajemen Perbankan	Bank Management	3	B
16	Matematika Bisnis	Bussiness Mathematics	3	A
17	Pengantar Fiqh Muamalah	Introduction to Islamic Commercial Law	3	B
18	Ushul Fiqh	Islamic Legal Theories	4	B
19	Fiqh Ibadah	Islamic Jurisprudence	2	A
20	Bahasa Inggris III	English III	1	C
21	Kewirausahaan/Entrepreneurship	Entrepreneurship	2	A
22	Metodologi Penelitian	Research Methodology	3	B
23	Sejarah Pemikiran Ekonomi Islam	History of Islamic Economics Thought	3	C
24	Ekonomi Mikro Islam	Islamic Micro Economics	3	B
25	Lembaga Keuangan Syariah	Islamic Financial Institutions	3	A
26	Qawa'id Fiqhiyyah	Islamic Legal Maxims	2	A
27	Fiqh Muamalah	Islamic Commercial Law	4	A
28	Bahasa Inggris IV	English IV	1	B
29	Ilmu Hukum Perbankan Syariah	The Science of Shari'a Banking Regulations	3	B
30	Sistem Operasional Bank Syariah	Operational System of Shari'a Bank	3	B
31	Ekonomi Makro Islam	Islamic Macro Economics	3	A
32	Komputer Statistik	Computer and Statistics	1	A
33	Manajemen Pemasaran Bank Syariah	Marketing Management of Shari'a Bank	3	B
34	Pengantar Akuntansi	Introduction to Accounting	4	C
35	Tafsir Hadits Ahkam (Ekonomi)	Exegesis and Tradition on Islamic Legal Issues (Economy)	2	A
36	Hukum Perdata Islam Indonesia	Islamic Civil Law in Indonesia	3	A
37	Manajemen Dana Bank Syariah	Funding Management of Shari'a Bank	3	B
38	Bahasa Inggris V	English V	1	C
39	Manajemen Pembiayaan Bank Syariah	Shari'a Bank Financial Management	4	B
40	Manajemen ZISWAK	Islamic Philantrophy	3	B

Nama / Name	: ANDRI FAISAL RAHMAN	Nomor Mahasiswa / Registration Number	: 20130730273

DAFTAR NILAI (LIST OF GRADES)

NO.	Matakuliah	Subjects	SKS Credit	NILAI Grades
41	Komputer Perbankan	Computer Banking	1	A
42	Pendekatan dalam Studi Islam	Approaches to Islamic Studies	3	B
43	Akuntansi Bank Syariah	Accounting of Shari'a Bank	3	C
44	Etika Profesi	Professional Ethics	2	A
45	Manajemen Resiko Bank Syariah	Risk Management of Shari'a Bank	4	C
46	Bahasa Inggris VI	English VI	1	A
47	Manajemen Sumber Daya Manusia	Human Resources Management	3	B
48	Perekonomian Indonesia	Indonesian Economy	2	B
49	Pratikum Bank	Internship	1	A
50	Perilaku Konsumen	Consumer Behavior	3	A
51	Ekonomi Moneter Islam	Islamic Monetery Economics	4	B
52	Kuliah Kerja Nyata (KKN)	Field Studies	3	A
53	Skripsi	Thesis	6	A
54	Praktik Perbankan	Banking Practical Works	2	A

JUDUL SKRIPSI :

Wakaf Tunai Sebagai Sumber Funding Perbankan Syariah Dalam Mendorong Kesejahteraan Masyarakat (Studi Kasus Di Bank BPD DIY Syariah)

TITLE OF THESIS

Cash Waqf As Source Of Fund In Islamic Banking To Support Public Welfare (A Case Study in Bank BPD_DIY Syariah)

Prestasi Akademik / Academic Result		Keterangan Nilai / Explanation of Grade		

Jumlah SKS / Total of Credit	: 144
IP Kumulatif / Grade Point Average	: 3.33
Predikat Kelulusan / Predicate	: Sangat Memuaskan / Very Satisfactory
Tanggal Kelulusan / Date of Completion	: 31 Agustus 2017

Nilai Grade	Bobot Point	Makna Meaning
A	4	Sangat Baik / Very Good
B	3	Baik / Good
C	2	Cukup / Fair
D	1	Kurang / Poor

Rektor / Rector

Dr. Ir. Gunawan Budiyanto, M.P.
NIP. 19601120 198903 1 001

Yogyakarta, 21 Oktober 2017
Dekan / Dean

Dr. Akif Khilmiyah, M.Ag.
NIK. 19680212199202 113 016

PROVINSI DKI JAKARTA
JAKARTA SELATAN

NIK : 1812020905940003

Nama : ANDRI FAISAL RAHMAN
Tempat/Tgl Lahir : DAYA MURNI, 09-05-1994
Jenis kelamin : LAKI-LAKI   Gol. Darah : O
Alamat : MENTENG ATAS
  RT/RW : 003/012
  Kel/Desa : MENTENG ATAS
  Kecamatan : SETIABUDI
Agama : ISLAM
Status Perkawinan: BELUM KAWIN
Pekerjaan : KARYAWAN SWASTA
Kewarganegaraan : WNI
Berlaku Hingga : SEUMUR HIDUP

JAKARTA SELATAN
08-08-2022

KEMENTERIAN KEUANGAN REPUBLIK INDONESIA
DIREKTORAT JENDERAL PAJAK

NPWP : 92.591.761.9-326.000
ANDRI FAISAL RAHMAN
NIK : 1812020905940003

DAYA ASRI RT. 005 RW. 001
DAYA ASRI TUMIJAJAR
KAB. TULANG BAWANG BARAT LAMPUNG

KPP PRATAMA KOTABUMI

Qarir Generator

CERTIFICATE

OF PROFESSIONAL DEVELOPMENT

CREDENTIAL ID: QG-052023DSC1018

PROUDLY PRESENTED TO

Andri Faisal Rahman

Has Succesfully complete the intensive course in

DATA SCIENCE – INTERMEDIATE

January 1st - May 31st, 2023

Suaidi Salim
Managing Director of QarirGenerator

Qarir Generator

NO.	SUBJECT	LEVEL OF COMPLETED
1.	Python Fundamental	UPPER INTERMEDIATE
2.	Logic, Comparison, if, else if, and else	INTERMEDIATE
3.	Looping and Data Type: List, Dictionary, Tuple, Sets	INTERMEDIATE
4.	Function, Lambda Expression & Algorithm Training	INTERMEDIATE
5.	Numpy Package and Pandas Package: Series	INTERMEDIATE
6.	Pandas Package: Data Frame & Various Methods	INTERMEDIATE
7.	Basic Data Handling & Visualization	UPPER INTERMEDIATE
8.	Basic Statistic	INTERMEDIATE
9.	SQL Language	EARLY INTERMEDIATE
10.	Model Tuning and Evaluation	INTERMEDIATE
11.	Machine Learning Fundamental and Data Preprocessing	UPPER INTERMEDIATE
12.	Supervised Learning 1: Regression and Evaluation	UPPER INTERMEDIATE

GENERATOR

Mini Course

ANDRI FAISAL

Has been awarded **a certificate of completion** for the

Intro to Data Analytics

a 2-weeks certified online course offered by RevoU

Matteo Sutto
CEO & Co-founder
PT Revolusi Cita Edukasi

KOMINFO

DIREKTORAT JENDERAL PENYELENGGARAAN POS DAN INFORMATIKA

DIREKTORAT TELEKOMUNIKASI

SERTIFIKAT

Diberikan Kepada:

Andri Faisal Rahman

Atas partisipasinya sebagai

PESERTA

Pada kegiatan Bimtek "Perizinan Penyelenggaraan Jasa Telekomunikasi dan Penggunaan Sistem Perizinan E-Telekomunikasi " tanggal 4 April 2023

AJU WIDYA SARI
Direktur Telekomunikasi