



# MOCHAMAD **ZAKKY** HIDAYAT

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Jln. Giringsing No. 42 Kota Bandung 40123, West Java, Indonesia

## WORK EXPERIENCE

2019/01 - 2021/03; **Contract-based civil servant (Non-Pegawai Negeri Sipil)**, UPTD Pengelolaan dan Pelayanan Perumahan Jawa Barat (UPTD P3JB) / Regional Technical Implementation Unit of West Java Housing Management and Services, Bandung, West Java, Indonesia

- Assisting the preparation of contract documents for goods and services procurement;
- Assist in identifying asset requirements for the office and government-owned flats;
- Archiving procurement documents;

2019/10 - 2021/03; **Documentation and Content Creator (additional task)**, Social Media Management Team, Dinas Perumahan dan Permukiman Provinsi Jawa Barat / West Java Provincial Office of Housing and Settlements, Bandung, West Java, Indonesia

- Activities coverage for Dinas Perumahan dan Permukiman Provinsi Jawa Barat
- Prepare materials for updating information through social media
- Preparing content materials in the form of graphics and audio visuals to be uploaded on social media
- Providing public interactions and information needs for public on social media
- Manage social media accounts

### [UPTD P3JB Work Projects]

- 2020/02 - 2020/10; Team member of "Standard Operating Procedures Revision of UPTD P3JB"
- 2019/11; Logo design for UPTD P3JB
- 2019/10; Booklet design for UPTD P3JB

2018/05 - 2018/09; **Goods and Services Procurement Staff**, PT. Natatex Prima, Bandung, West Java, Indonesia

- Assisting the preparation of contract documents for goods and services procurement;
- Assist in identifying requirements for the office and yarn productions;
- Negotiating goods and services price between vendors and company

## EDUCATION

2013/08 - 2017/08; Universitas Widyatama, Management Bachelor, Bandung. GPA: 3.53/4.00

## WORKSHOP

2020/12 - RevoU; Mini Course - Introduction to Digital Marketing

2020/08 - Kemenparekraf; Course of Professional Talents and Incubation Program for Photographer

## VOLUNTEERING EXPERIENCE

2020/09 - 2021/04; COVID-19 Vaccine Phase 3 Trial, Bandung

2017/01 - 2017/09; Komunitas Audio Kere Hore - 1st National Gathering, Bandung

## SKILLS

Google Ads / Analytics / DV360 • Yahoo Ads • Social Media Marketing • Data Research & Analysis • Administration • Data Entry • Office Suite • Computer (Windows OS, Various Linux Distros) • Portrait & Product Photography • Photo Editing • Collaborative • Working independently

## LANGUAGES

English - Advanced • Indonesian - Native • Japanese - Basic