CONTACT

Location

Surabaya, Indonesia (GMT+7)

Email

sing@Star-Thrive.com

Portfolio

https://Star-Thrive.com/sing

EDUCATION

Bachelor of Science

Electronic Engineering

Petra Christian University
Surabaya, Indonesia

LANGUAGES

- **Indonesian:** Native
- **Mandarin Chinese:** Active
- **English:** Proficient (Written & Data Processing)

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DATA ENTRY & BACKEND OPERATIONS

PROFESSIONAL SUMMARY

Detail-oriented professional with a Bachelor's degree in Electronic Engineering, specializing in data entry, backend operations, and spreadsheet automation. Fluent in Indonesian and Mandarin Chinese, with strong written English proficiency for data processing. Adept at handling repetitive tasks with 100% precision, translating technical data, and building asynchronous workflow systems for remote teams.

CORE SKILLS

- **Data & Administration:** General Data Entry, Database Management, Technical & E-commerce Localization.
- **Tools & Platforms:** Google Workspace (Sheets, Docs, Drive), Microsoft Excel, AppSheet.
- **Technical Logic:** Workflow Automation, Data Logging, Hardware/IoT logic (ESP32).

SELECTED PROJECTS & EXPERIENCE

Spreadsheet Automation & Data Management

- **Maritime Document Tracking System:** Developed a database system using Google Sheets to track ship certificate expiries, integrated with automated email reminder alerts to prevent operational downtime.
- **Digital Trackers (Guest Book & Medical):** Built robust data entry applications using AppSheet linked to Google Sheets, allowing clients to quickly input, store, and retrieve historical data, media files, and visitor logs.
- **Daily Electrical Power Logger:** Created a customized AppSheet logging tool for daily kWh meter readings, enabling automated data entry into Google Sheets for precise monthly budget forecasting.

Technical Localization & Documentation

- **SOP & Timeline Creation:** Authored a comprehensive Standard Operating Procedure (SOP) for Marine AIS and designed detailed, multi-page Gantt chart timelines for complex ship engine overhauls.
- **Multilingual Data Processing:** Translated and organized technical specifications, supplier data, and operational guidelines between Mandarin, English, and Indonesian.

Hardware / IoT Data Integration

- **RS485 Modbus Data Logger:** Developed a monitoring system to capture real-time power consumption data from factory machinery, exporting logs into CSV format for precise Excel-based analysis.
- **IoT Driver Attendance System:** Designed an ESP32-based QR code system synchronized with an NTP server to track employee clock-in/out times. Routed timestamp data directly into Google Sheets for automated payroll and overtime calculation.