

Ahmad Fajar

VAVE (Virtual Assistant / Video Editor) | Indonesia | madfajar3@gmail.com | paapurup.vercel.app

ABOUT

Experienced as a Junior Admin Support managing E-commerce accounts, with additional skill in video editing. Proficient in Spreadsheet and Google Workspace to manage data and information. Adobe Photoshop and After Effects for creating various personal and commercial content. Known for working independently with strong focus.

EMPLOYMENT HISTORY

Junior Admin Support & Graphic Designer

Honda Daya Motor - Soekarno Hatta Bandung • Aug 2024 - Jun 2025

- Managed E-commerce accounts for 6 stores (Toko Spareparts Motor Honda) on Shopee dan Tokopedia x TikTok Shop, including managing data and setting up store campaigns.
- Acted as a liaison between stores and customers, handling inquiries, orders, and complaints.
- Produced visual content for digital and print media using Adobe Photoshop and After Effects.

Trial Video Editor

JEV (Jasa Edit Video) • Sep 2023 - Nov 2023

- Developed Adobe After Effects and CapCut skills to produce videos according to client needs.
- Produced short-form content for JEV's social media platforms.

Internship Graphic Designer

Honda Daya Motor - Asia Afrika Bandung • Mar 2022 - Mei 2022

- Designed microblog content based on automotive articles during my college year.
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EXPERIENCES

Translator — Swan Song

Business Goose Studios • Mei - Jun 2026

- Contributed as an Indonesian translator for a narrative puzzle videogame.

Translator — Cats Around Us: Black Cat

Noobzilla • Jul 2025

- Contributed as one of Indonesian translators for a hidden objects videogame.

Translator — Room of Depression

Fire Pillar 2 • Jul 2023 - Agt 2023

- Contributed as an Indonesian translator for a mental health-themed videogame.

SKILLS

Adobe Photoshop • Adobe After Effects • Video Editing • Microsoft Word • Microsoft Excel
Google Workspace • Data Entry • Fast Typing • Livestream Operator

LANGUAGES

Indonesian (Native) • English (Intermediate)

EDUCATION

Associate's Degree — Multimedia Computer

Politeknik Piksi Ganesha Bandung

- Participated in a Typing Test competition at the Extravaganza event.

Software Engineering

SMKN 15 Bandung