



Graphics Design and Administration Role

AHMAD KHOIRUDDIEN

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PROFESSIONAL SUMMARY

Operations & Creative Production Specialist with 7+ years of experience managing financial processes, payroll systems, and CNC-based product design. deliver 100+ product designs, and support business operations through data-driven decisions. Highly adaptable and self-taught professional with strong problem-solving skills.

CORE SKILLS

- Finance & Administration: Payroll Processing, Petty Cash Management, Sales Reporting
 - Creative & Technical: Packaging Design (Logo & Layout), CNC Modeling, Material Optimization
 - Software: Microsoft Excel (Formulas), Affinity Designer, Adobe Illustrator, ArtCAM
 - Operations: Workforce Coordination, Conflict Resolution, Production Support
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PROFESSIONAL EXPERIENCE

Finance & Operations Lead (Functional Role)
Aflah Group – Indonesia | Feb 2018 – Apr 2025

- Managed payroll for 50+ workers using Excel-based systems, ensuring 100% accuracy and timely payments
 - Controlled and monitored monthly operational budgets
 - Designed 100+ product packaging and educational toys using Illustrator & CNC modeling tools
 - Prepared monthly sales reports and petty cash audits to support management decision-making
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KEY ACHIEVEMENTS

- Maintained financial reporting accuracy for 7 consecutive years
 - Delivered over 100 customized product designs for clients
 - Successfully handled multi-functional roles across finance, operations, and design
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EDUCATION & LANGUAGES

- Formal Education: Primary School Graduate
- Self-Taught: CNC Design & Financial Management
- Languages: Indonesian (Native), English (Intermediate), Javanese (Fluent), Arabic (Reading)