



PERSONAL DATA

Name : Suhaili Sahibul Muna, M. Kom
Place / Date of birth : Mns. Mesjid. 15 Desember 1993
Gender : Male
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Status : Married / Menikah
Institution : Universitas Negeri Malikussaleh (UNIMAL)
Thesis : University College Website Performance Comparison Analysis
State Universities (PTN) in Aceh Using the PIECES Method

Religion : Islam
Nationality : Indonesia
Healthy : Good
Height : 177 cm
Weight : 73 kg
Blood Type : B

EDUCATION

2023 : Graduate, Master of Information Technology, Faculty of Information Technology,
Universitas Negeri Malikussaleh (UNIMAL) Lhokseumawe, Aceh, Indonesia
GPA – 3.96

2017 : Bachelor of Education, English Study Program, Faculty of Teacher Training
and Education, IAIN Lhokseumawe, Aceh, Indonesia
GPA – 3.48

TRAINING RECORD

2009 : Computer Technician Workshop - Bengkel IT
2011 : Linux Server Debian Asia - Politeknik Lhokseumawe
2011 : Workshop Drupal Website - SUKMA Bangsa Lhokseumawe
2012 : National Linux Security - Politeknik Lhokseumawe
2012 : National Linux Operating System and Open Source - Politeknik Lhokseumawe
2013 : AMD Computer Workshop - PRIMAGAMA Yogyakarta
2020 : Microsoft Enterprise Security Fundamentals
2020 : Microsoft IT Support Fundamentals
2020 : Amazon Web Services (AWS) Cloud Computing
2020 : Workshop Privacy Preserving Data Mining and Data Publishing

ORGANIZATION RECORD

- 2013 : A member of Bina Informasi dan Teknologi (YAPENBIT) Lhokseumawe
- 2018 : A member of Malasngoding at website designer developer
- 2019 : A founder of Cerdasweb.com
- 2022 : Vice Chairman of Bina Informasi dan Teknologi (YAPENBIT) Lhokseumawe

EMPLOYMENT RECORD



- Period: 2012 - 2017
Position: Teacher of Computer Networking - SMK S Ulumuddin
Assignment:
1. Develop lesson plans, teaching modules, and technology-based learning media.
 2. Implement face-to-face, online, and field practice learning processes.
 3. Implement teaching factory method and project-based learning approach.
 4. Carry out knowledge, skills, and attitude assessments (formative & summative).
 5. Processing report cards using the e-Report system.
 6. Carry out UKK (Expertise Competency Test) in accordance with the LSP or Independent scheme.
 7. Develop SOPs for the use of computer and network labs.
 8. Maintain practical tools: routers, switches, access points, UTP cables, server computers, etc.
 9. Implement work safety standards in the laboratory.
 10. Guiding students in competency competitions (LKS TKJ, National Competition, etc.).
 11. Accompanying students in PKL (Field Work Practice) activities in the industrial world.
 12. Fostering students in extracurricular activities such as IT Club
 13. Compiling and reporting teacher administration such as teaching journals, attendance, and evaluations.
 14. Actively involved in school activities and curriculum development.



- Period: 2017 - 2020
Position: IT Staff – Development Division - IAIN Lhokseumawe
Assignment:
1. Design, develop, and implement web/mobile-based applications according to the needs of the work unit (academic, finance, student affairs, etc.).
 2. Integrate with external systems (Dikti Feeder, SIAKAD, SISTER, SSO, etc.).
 3. Monitoring website performance and system error logs.
 4. Provide technical support for end users related to system problems.
 5. Perform refactoring, package updates, and website optimization.
 6. Coordinate with campus stakeholders to collect system requirements (requirement analysis).
 7. Create technical documentation and user guide for the system/application.
 8. Conduct UAT (User Acceptance Test) with related units.
 9. Implement security practices on the website: login, auth, access control, and sensitive data protection.
 10. Prepare periodic backup procedures and system recovery in emergency conditions.
 11. Collaborate in campus IT development teams using Trello and the like
 12. Collaborate across divisions (Infrastructure, Helpdesk, Data Center) in integrated system development.
 13. Present innovative ideas for work efficiency and campus digitalization services.



Period: 2022

Position: Staff IT - PT. Dewabiz Digital Indonesia

Assignment:

1. Contribute to the design and development of an efficient, responsive, and user-friendly interface (UI/UX) for the company's website, in line with the company's brand identity.
2. Create wireframes, prototypes, and website interface layouts using Figma/Adobe XD.
3. Design responsive web interface (mobile-first design) according to the latest UX standards.
4. Work closely with the front-end development team to implement the design into code (HTML, CSS, JS).
5. Update visual content and page structure on main site and microsite.
6. Ensure website is free from display errors (broken layout, responsiveness issues).
7. Optimize design assets for performance and loading speed.
8. Coordinate with branding, marketing, and product teams in the development of promotional pages, landing pages, and digital campaigns.
9. Provide design input on A/B testing and analysis results of Google Analytics, Google Webmaster and Bing Webmaster.
10. Design banners, illustrations and visual elements for web, blog, email and social media.
11. Maintain brand visual consistency across the company's digital channels.
12. Create style guide and design system for internal development.
13. Document all design processes and source files in a structured manner in collaborative systems in Notion and Figma.



Period: 2022

Position: Founder and Web Design CerdasWeb Indonesia -

<https://cerdasweb.com>

Assignment:

1. As Founder and Web Designer, responsible for the development of digital identity and platform appearance to align with business vision, provide optimal user experience (UX), and support brand growth strategically.
2. Formulate the vision and direction of platform development in terms of user experience and front-end technology.
3. Build and design the initial interface architecture of the platform using design thinking methods.
4. Design UI/UX for the main website, user dashboard, onboarding page, and promotional landing page.
5. Create and maintain a consistent digital style guide (logo, colors, fonts, icons, etc.).
6. Organize component-based design (design system) for team development efficiency.
7. Conduct usability testing and collect feedback from early adopters.
8. Adapt designs based on data and validation results to improve retention and engagement.
9. Design graphic assets such as banners, infographics, pitch presentations, and social media.
10. Develop landing pages for collaboration campaigns or new feature launches.
11. Build design workflows using Figma, Trello/Notion for collaboration.
12. Document the design process and product visual decision-making flow.



Period: 2024

Position: Dosen Teknologi Informasi dan Multimedia – IAIN Lhokseumawe

Assignment:

1. Carrying out the Tridharma of Higher Education in the field of Information Technology and Multimedia, including teaching, research, and community service with a focus on digital content development, interactive multimedia systems, and information technology literacy and innovation in the digital era.
2. Multimedia Design and Production
3. User Interface Design (UI/UX)
4. Augmented & Virtual Reality Technology
5. Web/Mobile Based Multimedia Systems
6. Develop RPS, teaching materials, and technology-based learning media.
7. Conduct theoretical and practicum lectures with a blended learning approach.
8. Conduct research in multimedia, digital content, or e-learning.
9. Publish research results in national/international accredited journals.
10. Participate in seminars, conferences, and scientific forums in ICT and multimedia.
11. Conduct multimedia training in the community/UMKM/school (for example: digital content design, educational videos).
12. Develop community-based or regional digital literacy programs.
13. Guiding students' final project, PKL, and MBKM activities.
14. Serve as academic trustee lecturers and student interest coaches in the creative digital field.
15. Managing institutional digital content (web, social media, etc.).

KEY QUALIFICATIONS

1. Write and speak Indonesia language active and English language intermediate level
2. Skill on Web design for Wordpress CMS almost 5 years
3. Graphic design with Figma, Adobe Photoshop and Adobe Illustrator
4. Video editing with CapCut, Adobe Premier and Final Cut Pro X
5. IT System Administrator (sysadmin) with Linux, OSX and Windows server
6. Hardware & Software Troubleshooting
7. Operating System Installation & Configuration (Windows, Linux)
8. Network Management (LAN/WAN, TCP/IP, DHCP, DNS)
9. Helpdesk & Remote Support (AnyDesk, TeamViewer, Remote Desktop)
10. Microsoft Office 365 & Google Workspace
11. Virtualization (VMware, VirtualBox)
12. Backup & Recovery System
13. Asset Management IT
14. IT Documentation

REFERENCE CONTACT PERSON

1. +62 823 67514161 – Mr. Saleh (Principal of SMK S Ulumuddin Period 2012)
2. +62 852 61999090 – Mr. Afifuddin (Head of Information Technology and Database Period 2017)
3. +62 812 10018050 – Mr. Rizky (CEO PT. Dewabiz Digital Indonesia)
4. +62 811 6707714 – Mrs. Nurul Fadhillah (Vice Dean III of Student Affairs – Fakultas Ilmu Keguruan IAIN Lhokseumawe Period 2025)