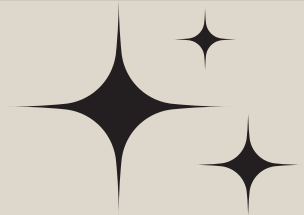


2026

By Fara Sonia

Data Entry | Virtual Assistant | Administrative Support

PORTFOLIO



ABOUT *ME*

My name is **Fara Sonia**, a Bachelor's degree graduate in Human Resource Management with professional experience in Administration and PPIC (Production Planning & Inventory Control). I have experience managing data, preparing reports, organizing documents, monitoring inventory, and supporting daily administrative operations with accuracy and efficiency.

I am proficient in Microsoft Office, Google Workspace, and digital administrative tools. I am highly organized, detail-oriented, adaptable, and capable of working independently in remote environments while meeting deadlines effectively.

I am currently seeking opportunities as a Data Entry Specialist or Virtual Assistant where I can contribute my administrative experience, strong organizational skills, and commitment to delivering accurate and high-quality work.



Project 1 - Customer Data Cleansing

Clean and organize raw customer sales data using Microsoft Excel.

Before

Customer	Full Name	Email Add	Phone Numbe	City	Country	Purchase	Order Dat	Status
C001	John Smi	johnsmith	81233449988	Jakarta	Indonesia	1200	#####	Completed
C002	Sarah Lees	sarahlee@	81234596789	Bandung	Indonesia	850	15-01-202	pending
C003	Michael Em	michaelbr	81387555777	Surabaya	Indonesia	1,500	#####	Completed
C004	Emily Dav	emilydavis	81299998888	jakarta	Indonesia	124	#####	Completed
C005	David Wi	davidwilsc	81277889980	Medan	Indonesia	950	2025.04.0	cancelled
C006	Jessica T	jessica_tay	81200011178	Bandung	Indonesia	730	2/5/2025	Completed
C007	Chris Joh	chrisjohns	8121223344	Semarang	Indonesia	1.25	5/7/2025	Pending
C008	Amanda	amandaw	86539365658	Jakarta	Indonesia	670	#####	Completed
C009	Robert Ki	robertking	81377788899	Surabaya	Indonesia	890	7/6/2025	completed
C010	Olivia Mi	oliviamart	81255566677	Bali	Indonesia	1100	#####	Completed
C011	Martin G	martingarix	81254675767	Bandung	Indonesia	1109	#####	Completed

After

Customer ID	Full Name	Email Address	Phone Number	City	Country	Purchase Amount	Order Date	Status
C001	John Smith	johnsmith@gmail.com	81233449988	Jakarta	Indonesia	1200	01/15/25	Completed
C002	Sarah Lee	sarahlee@gmail.com	81234596789	Bandung	Indonesia	850	01/15/25	pending
C003	Michael Brown	michaelbrown@yahoo.com	81387555777	Surabaya	Indonesia	1,500	03/12/25	Completed
C004	Emily Davis	emilydavis@gmail.com	81299998888	jakarta	Indonesia	124	03/25/25	Completed
C005	David Wilson	davidwilson@gmail.com	81277889980	Medan	Indonesia	950	04/02/25	cancelled
C006	Jessica Taylor	jessica_taylor@gmail.com	81200011178	Bandung	Indonesia	730	02/05/25	Completed
C007	Chris Johnson	chrisjohnsonhotmail@gmail.com	81211223344	Semarang	Indonesia	1.25	05/07/25	Pending
C008	Amanda White	amandawhite@gmail.com	86539365658	Jakarta	Indonesia	670	11/01/25	Completed
C009	Robert King	robertking@yahoo.com	81377788899	Surabaya	Indonesia	890	07/06/25	completed
C010	Olivia Martin	oliviamartin@gmail.com	81255566677	Bali	Indonesia	1100	07/10/25	Completed
C011	Martin Garix	martingarix@gmail.com	81254675767	Bandung	Indonesia	1109	06/10/25	Completed

- ✓ Removed duplicate data
- ✓ Fixed invalid email formats
- ✓ Standardized date formatting
- ✓ Cleaned inconsistent capitalization
- ✓ Organized customer database

Note: Practice Case Study

<https://tinyurl.com/4aw2dnz2>

Project 2 - Data Validation

Create data validation features to improve data accuracy and consistency.

Before

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date of Birth	Age	Employee ID	First	Last	Full Name	Department	Location	Floor	City	Spasi	Call	Age > 40	
2	11/30/1995	28	E1001	Raina	Aryani	Raina Aryani	Executive	Surabaya 10-827	10	Surabaya	9	827	Age between 35 and 40	
3	10/14/1988	35	E1002	Tari	Anggraini	Tari Anggraini	Human Resources	Jakarta 11-806	11	Jakarta	8	806	City is Surabaya and Age < 35	
4	7/19/1982	42	E1003	Karen	Riyanti	Karen Riyanti	IT	Jakarta 10-584	10	Jakarta	8	584		
5	1/20/2000	24	E1004	Titin	Aryani	Titin Aryani	Data	Yogyakarta 10-385	10	Yogyakarta	11	385	Referensi	
6	3/28/1992	33	E1005	Ilsa	Utami	Ilsa Utami	Sales	Jakarta 12-766	12	Jakarta	8	766	Department	
7	5/5/1982	42	E1006	Jessica	Hariyah	Jessica Hariyah	Customer Service	Surabaya 12-388	12	Surabaya	9	388	Executive	
8	1/6/1999	25	E1007	Almira	Hasanah	Almira Hasanah	Executive	Jakarta 11-594	11	Jakarta	8	594	Human Resources	
9	7/1/1987	37	E1008	Sari	Astuti	Sari Astuti	Sales	Yogyakarta 12-654	12	Yogyakarta	11	654	IT	
10	1/10/2000	24	E1009	Aurora	Anggraini	Aurora Anggraini	Human Resources	Jakarta 10-851	10	Jakarta	8	851	Data	
11	2/28/1994	30	E1010	Vivi	Andriani	Vivi Andriani	Sales	Jakarta 11-316	11	Jakarta	8	316	Sales	
12	5/2/1988	36	E1011	Eka	Nashiruddin	Eka Nashiruddin	Human Resources	Jakarta 10-797	10	Jakarta	8	797	Customer Service	
13	5/21/1981	43	E1012	Adiarja	Sirait	Adiarja Sirait	IT	Surabaya 10-779	10	Surabaya	9	779	Junior Account Manager	
14	7/11/1996	28	E1013	Sidiq	Pranowo	Sidiq Pranowo	Data	Yogyakarta 10-878	10	Yogyakarta	11	878	Mid Account Manager	
15	7/7/1991	33	E1014	Harsana	Budiman	Harsana Budiman	Human Resources	Jakarta 11-663	11	Jakarta	8	663	Senior Account Manager	
16	11/3/1998	25	E1015	Galar	Halim	Galar Halim	IT	Surabaya 11-426	11	Surabaya	9	426		
17	12/29/1988	35	E1016	Kardi	Saptono	Kardi Saptono	Data	Jakarta 10-459	10	Jakarta	8	459		

- ✓ Created dropdown lists
- ✓ Restricted invalid input
- ✓ Standardized data entry format

After

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Email	Date of Birth	Age	Employee ID	First	Last	Full Name	Department	Location	Floor	City	Spasi	Call	Age > 40	
2	raina.aryani-e@myskill.com	11/30/1995	28	E1001	Raina	Aryani	Raina Aryani	Executive	Surabaya 10-827	10	Surabaya	9	827	Age between 35 and 40	
3	tari.anggraini-e@myskill.com	10/14/1988	35	E1002	Tari	Anggraini	Tari Anggraini	Human Resources	Jakarta 11-806	11	Jakarta	8	806	City is Surabaya and Age < 35	
4	karen.riyanti-e@myskill.com	7/19/1982	42	E1003	Karen	Riyanti	Karen Riyanti	IT	Jakarta 10-584	10	Jakarta	8	584		
5	titin.aryani-e@myskill.com	1/20/2000	24	E1004	Titin	Aryani	Titin Aryani	Data	Yogyakarta 10-385	10	Yogyakarta	11	385	Referensi	
6	ilsa.utami-e@myskill.com	3/28/1992	33	E1005	Ilsa	Utami	Ilsa Utami	Sales	Jakarta 12-766	12	Jakarta	8	766	Department	
7	jessica.hariyah-e@myskill.com	5/5/1982	42	E1006	Jessica	Hariyah	Jessica Hariyah	Customer Service	Surabaya 12-388	12	Surabaya	9	388	Executive	
8	almira.hasanah-e@myskill.com	1/6/1999	25	E1007	Almira	Hasanah	Almira Hasanah	Executive	Jakarta 11-594	11	Jakarta	8	594	Human Resources	
9	sari.astuti-e@myskill.com	7/1/1987	37	E1008	Sari	Astuti	Sari Astuti	Sales	Yogyakarta 12-654	12	Yogyakarta	11	654	IT	
10	aurora.anggraini-e@myskill.com	1/10/2000	24	E1009	Aurora	Anggraini	Aurora Anggraini	Human Resources	Jakarta 10-851	10	Jakarta	8	851	Data	
11	vivi.andriani-e@myskill.com	2/28/1994	30	E1010	Vivi	Andriani	Vivi Andriani	Sales	Jakarta 11-316	11	Jakarta	8	316	Sales	
12	eka.nashiruddin-e@myskill.com	5/2/1988	36	E1011	Eka	Nashiruddin	Eka Nashiruddin	Human Resources	Jakarta 10-797	10	Jakarta	8	797	Customer Service	
13	adiarja.sirait-e@myskill.com	5/21/1981	43	E1012	Adiarja	Sirait	Adiarja Sirait	IT	Surabaya 10-779	10	Surabaya	9	779	Junior Account Manager	
14	sidiq.pranowo-e@myskill.com	7/11/1996	28	E1013	Sidiq	Pranowo	Sidiq Pranowo	Data	Yogyakarta 10-878	10	Yogyakarta	11	878	Mid Account Manager	
15	harsana.budiman-e@myskill.com	7/7/1991	33	E1014	Harsana	Budiman	Harsana Budiman	Human Resources	Jakarta 11-663	11	Jakarta	8	663	Senior Account Manager	
16	galar.halim-e@myskill.com	11/3/1998	25	E1015	Galar	Halim	Galar Halim	IT	Surabaya 11-426	11	Surabaya	9	426		
17	kardi.saptono-e@myskill.com	12/29/1988	35	E1016	Kardi	Saptono	Kardi Saptono	Data	Jakarta 10-459	10	Jakarta	8	459		
18	sabar.situmorang-e@myskill.com	3/5/1997	27	E1017	Sabar	Situmorang	Sabar Situmorang	Sales	Yogyakarta 12-465	12	Yogyakarta	11	465		
19	dimaz.zulkarnain-e@myskill.com	5/31/1996	28	E1018	Dimaz	Zulkarnain	Dimaz Zulkarnain	Customer Service	Surabaya 12-440	12	Surabaya	9	440		
20	balapati.prasetya-e@myskill.com	11/17/1987	36	E1019	Balapati	Prasetya	Balapati Prasetya	IT	Jakarta 10-828	10	Jakarta	8	828		
21	eja.widodo-e@myskill.com	11/25/1994	29	E1020	Eja	Widodo	Eja Widodo	Human Resources	Surabaya 11-611	11	Surabaya	9	611		
22	prabu.haryanto-e@myskill.com	9/29/1991	32	E1021	Prabu	Haryanto	Prabu Haryanto	IT	Surabaya 11-722	11	Surabaya	9	722		

Improved data consistency and minimized manual input errors.

Project 3 - Conditional Formatting Project

Use conditional formatting to highlight important data automatically.

Email	Date of Birth	Age	Employee ID	First	Last	Full Name	Department	Location	Floor	City	Spasi	Call	Age > 40
raina.aryani-e@myskill.com	11/30/1995	28	E1001	Raina	Aryani	Raina Aryani	Executive	Surabaya 10-827	10	Surabaya	9	827	Age between 35 and 40
tari.anggraini-e@myskill.com	10/14/1988	35	E1002	Tari	Anggraini	Tari Anggraini	Human Resources	Jakarta 11-806	11	Jakarta	8	806	City is Surabaya and Age < 35
karen.riyanti-e@myskill.com	7/19/1982	42	E1003	Karen	Riyanti	Karen Riyanti	IT	Jakarta 10-584	10	Jakarta	8	584	
titin.aryani-e@myskill.com	1/20/2000	24	E1004	Titin	Aryani	Titin Aryani	Datas	Yogyakarta 10-385	10	Yogyakarta	11	385	
ilsa.utami-e@myskill.com	3/28/1992	33	E1005	Ilsa	Utami	Ilsa Utami	Sales	Jakarta 12-766	12	Jakarta	8	766	
jessica.hariyah-e@myskill.com	5/5/1982	42	E1006	Jessica	Hariyah	Jessica Hariyah	Customer Service	Surabaya 12-388	12	Surabaya	9	388	
almira.hasanah-e@myskill.com	1/6/1999	25	E1007	Almira	Hasanah	Almira Hasanah	Executive	Jakarta 11-594	11	Jakarta	8	594	
sari.astuti-e@myskill.com	7/1/1987	37	E1008	Sari	Astuti	Sari Astuti	Sales	Yogyakarta 12-654	12	Yogyakarta	11	654	
aurora.anggraini-e@myskill.com	1/10/2000	24	E1009	Aurora	Anggraini	Aurora Anggraini	HumanResources	Jakarta 10-851	10	Jakarta	8	851	
vivi.andriani-e@myskill.com	2/28/1994	30	E1010	Vivi	Andriani	Vivi Andriani	Sales	Jakarta 11-316	11	Jakarta	8	316	
eka.nashiruddin-e@myskill.com	5/2/1988	36	E1011	Eka	Nashiruddin	Eka Nashiruddin	Hum4n Resources	Jakarta 10-797	10	Jakarta	8	797	
adjarja.sirait-e@myskill.com	5/21/1981	43	E1012	Adjarja	Sirait	Adjarja Sirait	IT	Surabaya 10-779	10	Surabaya	9	779	
sidiq.pranowo-e@myskill.com	7/11/1996	28	E1013	Sidiq	Pranowo	Sidiq Pranowo	Data	Yogyakarta 10-878	10	Yogyakarta	11	878	
harsana.budiman-e@myskill.com	7/7/1991	33	E1014	Harsana	Budiman	Harsana Budiman	Human Resource	Jakarta 11-663	11	Jakarta	8	663	
galar.halim-e@myskill.com	11/3/1998	25	E1015	Galar	Halim	Galar Halim	IT	Surabaya 11-426	11	Surabaya	9	426	
kardi.saptono-e@myskill.com	12/29/1988	35	E1016	Kardi	Saptono	Kardi Saptono	Data	Jakarta 10-459	10	Jakarta	8	459	
sabar.situmorang-e@myskill.com	3/5/1997	27	E1017	Sabar	Situmorang	Sabar Situmorang	Saless	Yogyakarta 12-465	12	Yogyakarta	11	465	
dimaz.zulkarnain-e@myskill.com	5/31/1996	28	E1018	Dimaz	Zulkarnain	Dimaz Zulkarnain	Customer Service	Surabaya 12-440	12	Surabaya	9	440	
balapati.prasetya-e@myskill.com	11/17/1987	36	E1019	Balapati	Prasetya	Balapati Prasetya	IT	Jakarta 10-828	10	Jakarta	8	828	
eja.widodo-e@myskill.com	11/25/1994	29	E1020	Eja	Widodo	Eja Widodo	Human Resources	Surabaya 11-611	11	Surabaya	9	611	
prabu.haryanto-e@myskill.com	9/29/1991	32	E1021	Prabu	Haryanto	Prabu Haryanto	IT	Surabaya 11-722	11	Surabaya	9	722	
cayadi.putra-e@myskill.com	8/13/2001	22	E1022	Cayadi	Putra	Cayadi Putra	Data	Jakarta 11-807	11	Jakarta	8	807	

Before

- ✓ Highlighted duplicate values
- ✓ Applied color indicators
- ✓ Organized status tracking

Email	Date of Birth	Age	Employee ID	First	Last	Full Name	Department	Location	Floor	City	Spasi	Call	Age > 40
raina.aryani-e@myskill.com	11/30/1995	28	E1001	Raina	Aryani	Raina Aryani	Executive	Surabaya 10-827	10	Surabaya	9	827	Age between 35 and 40
tari.anggraini-e@myskill.com	10/14/1988	35	E1002	Tari	Anggraini	Tari Anggraini	Human Resources	Jakarta 11-806	11	Jakarta	8	806	City is Surabaya and
karen.riyanti-e@myskill.com	7/19/1982	42	E1003	Karen	Riyanti	Karen Riyanti	IT	Jakarta 10-584	10	Jakarta	8	584	
titin.aryani-e@myskill.com	1/20/2000	24	E1004	Titin	Aryani	Titin Aryani	Data	Yogyakarta 10-385	10	Yogyakarta	11	385	Refrensi
ilsa.utami-e@myskill.com	3/28/1992	33	E1005	Ilsa	Utami	Ilsa Utami	Sales	Jakarta 12-766	12	Jakarta	8	766	Department
jessica.hariyah-e@myskill.com	5/5/1982	42	E1006	Jessica	Hariyah	Jessica Hariyah	Customer Service	Surabaya 12-388	12	Surabaya	9	388	Executive
almira.hasanah-e@myskill.com	1/6/1999	25	E1007	Almira	Hasanah	Almira Hasanah	Executive	Jakarta 11-594	11	Jakarta	8	594	Human Resources
sari.astuti-e@myskill.com	7/1/1987	37	E1008	Sari	Astuti	Sari Astuti	Sales	Yogyakarta 12-654	12	Yogyakarta	11	654	IT
aurora.anggraini-e@myskill.com	1/10/2000	24	E1009	Aurora	Anggraini	Aurora Anggraini	Human Resources	Jakarta 10-851	10	Jakarta	8	851	Data
vivi.andriani-e@myskill.com	2/28/1994	30	E1010	Vivi	Andriani	Vivi Andriani	Sales	Jakarta 11-316	11	Jakarta	8	316	Sales
eka.nashiruddin-e@myskill.com	5/2/1988	36	E1011	Eka	Nashiruddin	Eka Nashiruddin	Human Resources	Jakarta 10-797	10	Jakarta	8	797	Customer Service
adjarja.sirait-e@myskill.com	5/21/1981	43	E1012	Adjarja	Sirait	Adjarja Sirait	IT	Surabaya 10-779	10	Surabaya	9	779	Junior Account Mana
sidiq.pranowo-e@myskill.com	7/11/1996	28	E1013	Sidiq	Pranowo	Sidiq Pranowo	Data	Yogyakarta 10-878	10	Yogyakarta	11	878	Mid Account Manage
harsana.budiman-e@myskill.com	7/7/1991	33	E1014	Harsana	Budiman	Harsana Budiman	Human Resources	Jakarta 11-663	11	Jakarta	8	663	Senior Account Mana
galar.halim-e@myskill.com	11/3/1998	25	E1015	Galar	Halim	Galar Halim	IT	Surabaya 11-426	11	Surabaya	9	426	
kardi.saptono-e@myskill.com	12/29/1988	35	E1016	Kardi	Saptono	Kardi Saptono	Data	Jakarta 10-459	10	Jakarta	8	459	
sabar.situmorang-e@myskill.com	3/5/1997	27	E1017	Sabar	Situmorang	Sabar Situmorang	Sales	Yogyakarta 12-465	12	Yogyakarta	11	465	
dimaz.zulkarnain-e@myskill.com	5/31/1996	28	E1018	Dimaz	Zulkarnain	Dimaz Zulkarnain	Customer Service	Surabaya 12-440	12	Surabaya	9	440	
balapati.prasetya-e@myskill.com	11/17/1987	36	E1019	Balapati	Prasetya	Balapati Prasetya	IT	Jakarta 10-828	10	Jakarta	8	828	

After

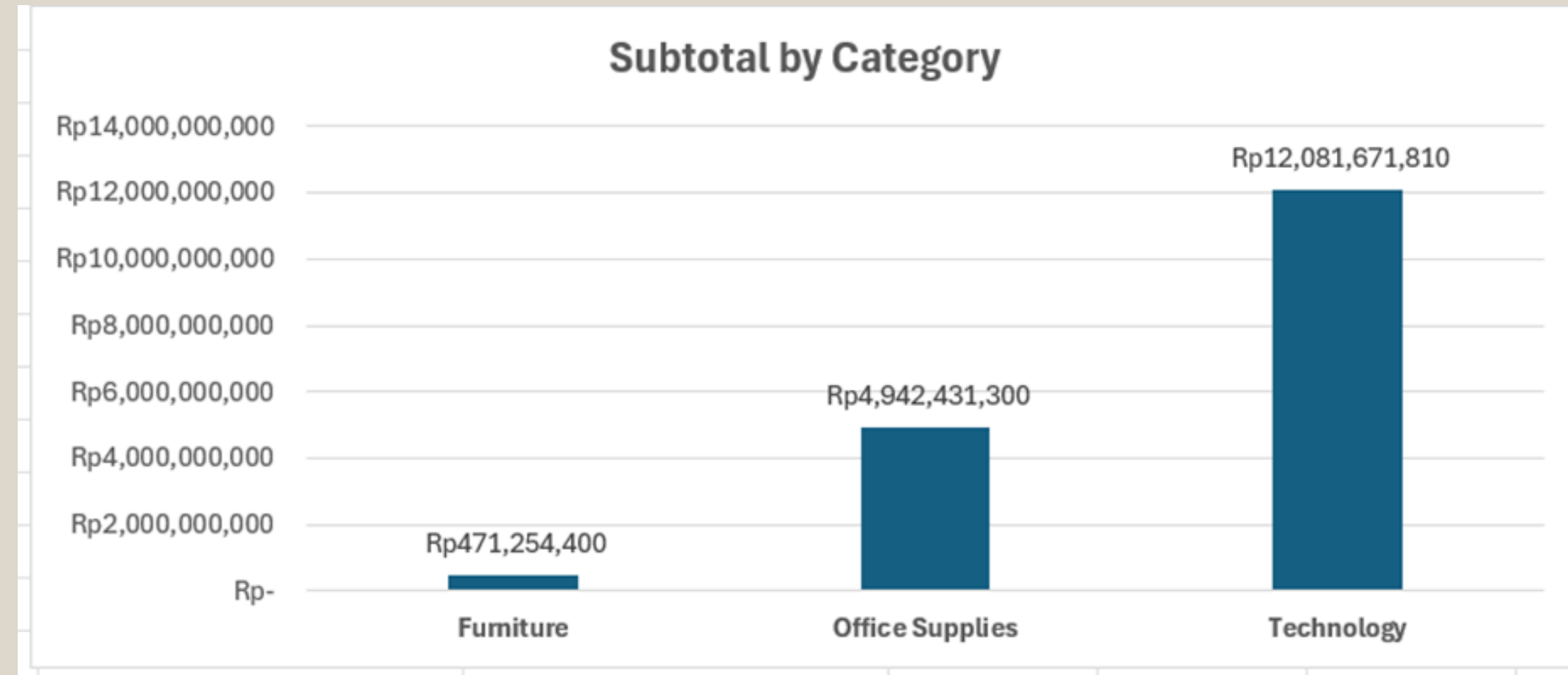
Made data easier to analyze and monitor visually.

<https://tinyurl.com/mwtxkvky>

Project 4 - Data Visualization

Create simple charts and visual reports from customer sales data.

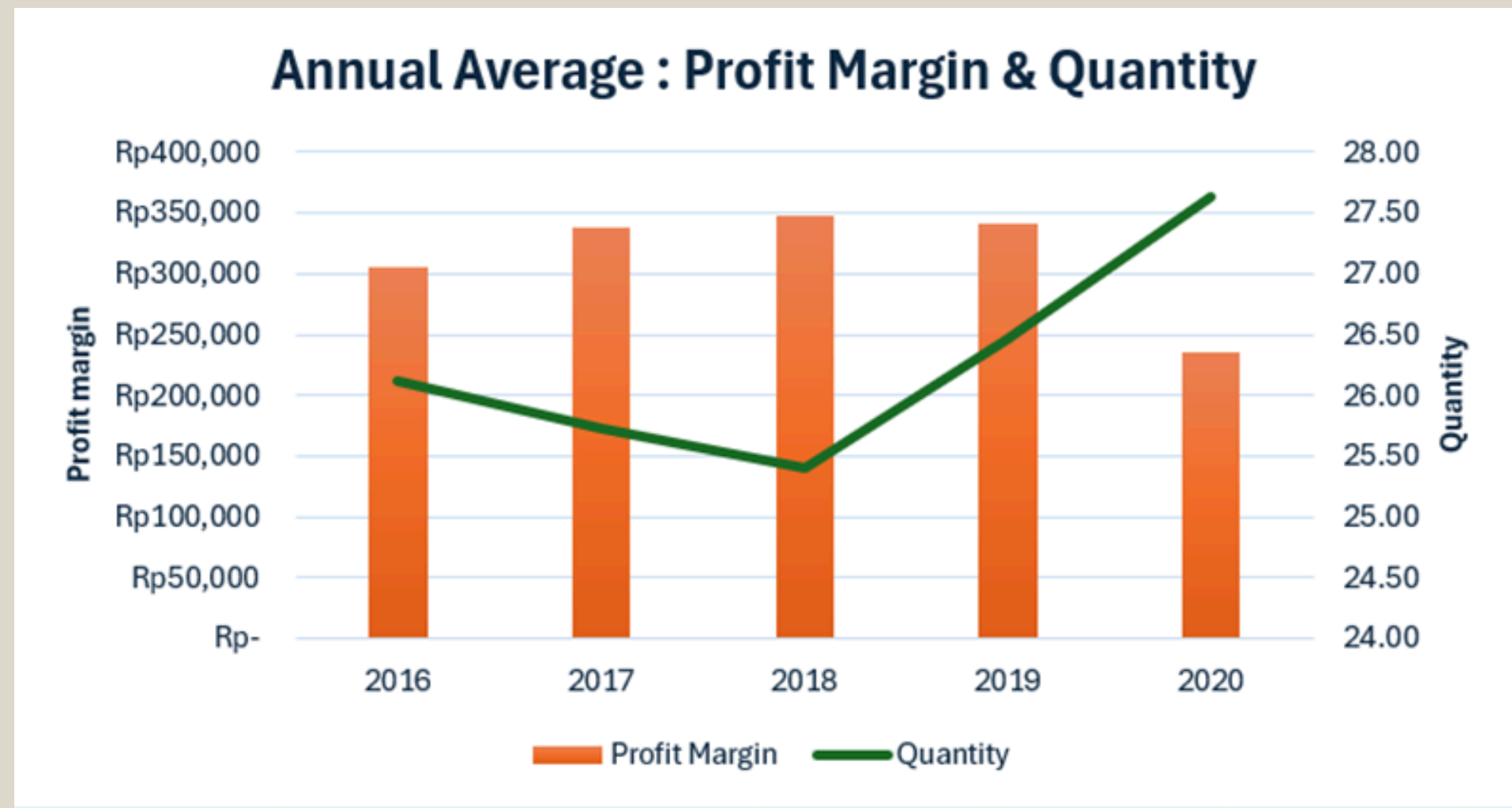
Sales Subtotal per Category	
Category	Sub Total
Furniture	Rp 471,254,400
Office Supplies	Rp 4,942,431,300
Technology	Rp 12,081,671,810



- ✓ Created bar charts
- ✓ Organized summary tables
- ✓ Visualized sales information

Presented data in a more visual and understandable format..

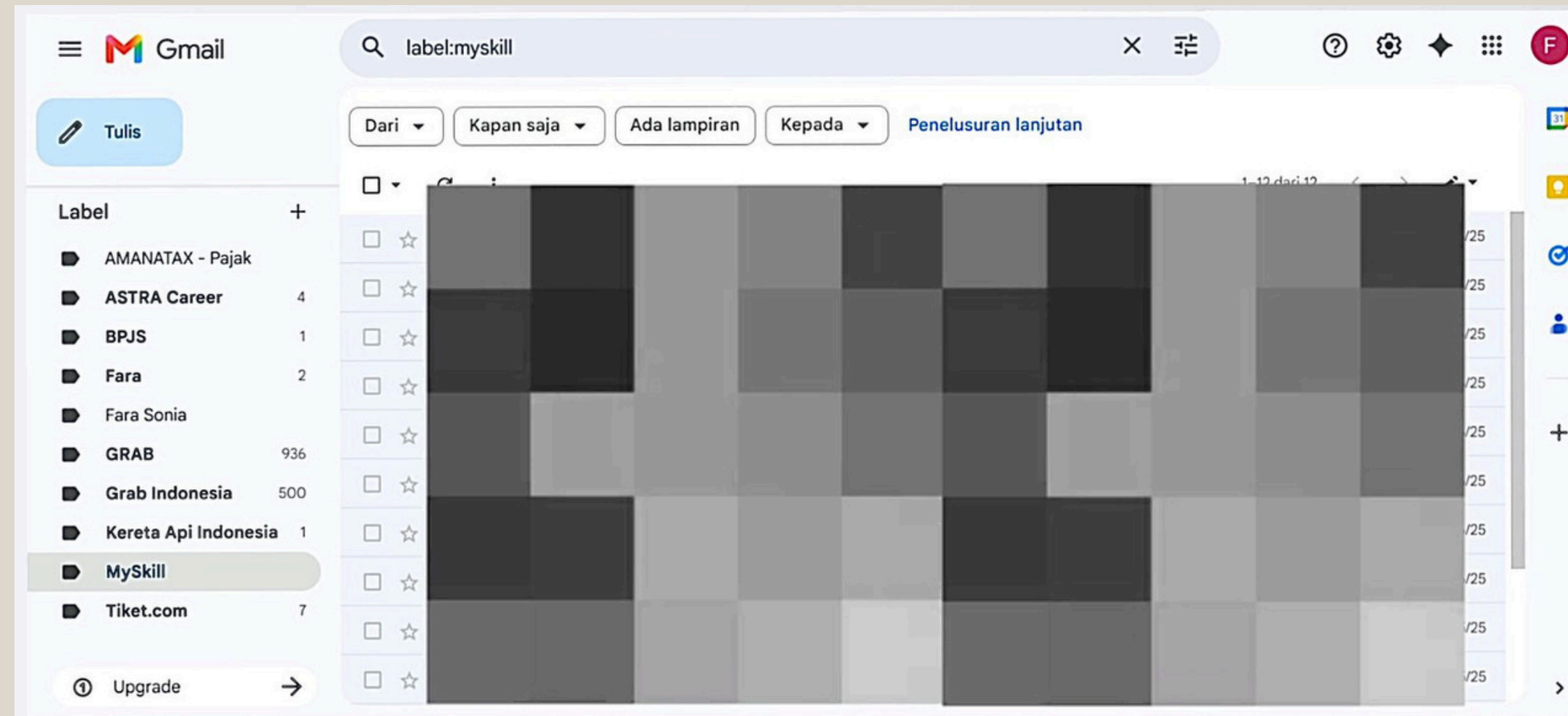
Average Profit Margin and Quantity per Year		
Year	Profit Margin	Quantity
2016	Rp 305,168	26.12
2017	Rp 337,216	25.73
2018	Rp 347,702	25.39
2019	Rp 340,754	26.46
2020	Rp 235,136	27.63



Presented data in a more visual and understandable format.

Project 5 - Gmail Label Organization

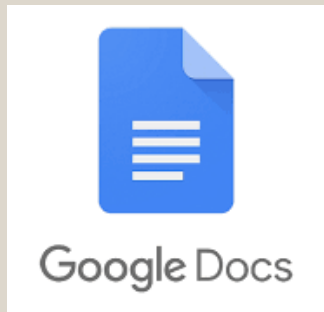
Categorized emails using Gmail Labels to improve workflow and administrative efficiency.



Email Management & Organization

- ✓ Organized and categorized emails using Gmail Labels for efficient inbox management.
- ✓ Managed email grouping based on company, administrative tasks, and work priorities.
 - ✓ Maintained structured digital communication and document organization.
 - ✓ Improved accessibility and tracking of important administrative information.

TOOLS AND PLATFORM



CERTIFICATION

SGB VA Canva Masterclass

Certified Human Resources Management



Advanced Microsoft Excel Certification



Certified Tax Brevet A & B (Education & Training)



✦ **Let's Work Together!** ✦



(+62) 87888538107



farasoniaaa@gmail.com



By Fara Sonia

THANKYOU

farasoniaaa@gmail.com
