Rijal Muhammad Farizky

Automation Engineer | Microsoft 365 | Power Automate | PowerShell & Microsoft Graph

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SUMMARY

Automation Engineer specializing in Microsoft 365 and business process automation. Sole administrator of a Microsoft 365 tenant with 75+ users and 75+ SharePoint sites (Entra ID, Intune, Exchange Online, SharePoint Online, Teams, Defender), automated with PowerShell, Microsoft Graph and Power Automate. Builds internal web apps on Azure Static Web Apps with Entra ID SSO, using AI-assisted development (Claude). Domain expertise in Indonesian payroll (PPh 21 TER, BPJS). Remote-ready in GMT+8 with strong English communication, recognized as a "Rising Star Mentor" at Bangkit Academy by Google.

EXPERIENCE

Junior Automation Engineer (M365 & Process Automation), Gana Konsultan Indonesia, Lombok, Indonesia | May 2025 - Present

- **Workflow Automation:** Built production Power Automate flows integrating Microsoft 365, Zoho Books API and webhooks for tax data extraction, signed-document archiving to SharePoint/OneDrive, document expiry reminders, email processing and Microsoft Bookings-to-calendar sync.
- **Internal Applications:** Built internal web apps on Azure Static Web Apps with Entra ID SSO, including payroll, approval and e-signature, project monitoring and PDF tools, unified under a single company portal.
- **Company Website:** Rebuilt the company website with a custom PHP WordPress theme, integrated with SharePoint through Microsoft Graph and secured with Entra ID single sign-on via app registration.
- **Endpoint Management (Intune):** Built a new-device provisioning baseline with Entra ID join and Intune enrollment, covering Win32 and PWA app deployment, taskbar layout, OneDrive library sync and Outlook defaults, rolled out to 35 devices.
- **Policy Troubleshooting:** Traced failed OneDrive library auto-mounts to an incomplete Intune Library ID, then automated correct ID generation with Microsoft Graph $batch.
- **SharePoint Governance:** Manage 75+ SharePoint sites including client portals; scripted guest permission hardening, navigation repair and list schema roll-out across all sites with PnP.PowerShell.
- **Exchange Online:** Standardized organization-wide email signatures, disclaimers and font defaults with Exchange Online PowerShell and transport rules, using certificate-based authentication through an Entra app registration.
- **Identity & Access:** Manage users, licensing and department security groups in Entra ID; automated onboarding so group membership provisions SharePoint library shortcuts in each user's OneDrive via Microsoft Graph.
- **Infrastructure & Support:** Administer OneDrive, Teams and Microsoft Defender for 75+ users across multiple branch offices; configure network access points and support end-user devices.
- **Payroll Domain:** Prepare monthly client payroll reports covering PPh 21 (TER) and BPJS, domain knowledge applied to building payroll software.

Machine Learning Mentor, Bangkit Academy 2024 by Google, Bandung, Indonesia | Sep 2024 - Jan 2025

- Recognized as a "Rising Star Mentor" for a 91% mentee graduation rate (above target) and a 4.83/5.00 bi-weekly satisfaction rating.
- Delivered instructor-led training to 25+ students with a 5.00/5.00 rating.

PROJECTS

- **CoraByte Payroll** (Node.js, SQLite): Multi-tenant payroll application covering PPh 21 TER, BPJS and year-end Pasal 17 reconciliation, generating payslip PDFs and bank transfer files; zero external dependencies, 16 automated tests.
- **M365 Script Automation** (PowerShell, PnP.PowerShell, Microsoft Graph): 47 production scripts for SharePoint and client portal governance, storage reporting via KQL, and a OneDrive compression pipeline that preserves version history.
- **Approval & E-Sign App** (Azure Static Web Apps, Entra ID SSO): Internal approval workflow with client e-signature through temporary links and in-browser PDF editing.
- **Power Automate Portfolio** (Power Automate, Zoho Books API, SharePoint): Flows for tax data extraction, signed-document archiving and client document expiry reminders.

SKILLS

- **Microsoft 365:** Entra ID (users, groups, app registrations, SSO), Intune, Exchange Online, SharePoint Online, OneDrive, Teams, Defender
- **Automation:** Power Automate (Cloud & Desktop), PowerShell (PnP.PowerShell, Microsoft Graph, Exchange Online), Microsoft Graph API, Power Apps, Power Fx, Dataverse
- **Development:** JavaScript, Node.js, PHP, WordPress, Python, SQL, SQLite, REST APIs & Webhooks, Zoho Books API, Azure Static Web Apps, Git, AI-assisted development (Claude)
- **Infrastructure:** Endpoint provisioning, wireless access points, end-user support

CERTIFICATION

TensorFlow Developer Certificate, TensorFlow

EDUCATION

Bachelor of Informatics Engineering, University of Mataram | Aug 2020 - Jun 2024 | GPA 3.86/4.00

LANGUAGES

Bahasa Indonesia (Native), English (Advanced)