

AYU IFTAH HIMANA

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Export Document Staff with practical experience in export – import administrative process and documentation. Detail oriented with well-organized, good management skills with high level of accuracy & dependability, and thrive in professional environment; proven with excellent professional and internship experiences.

PROFESSIONAL EXPERIENCES

PT Ekspor Indonesia Aja October 2025 – Present
Export Document Staff Tegal, Central Java

- Reviewed, maintained, and organized document of shipping 20+ documents in one month (B/L, Invoice, Packing List, COO, etc.)
- Ensured accuracy and completeness of all documents
- Managed & monitored export - import activities end-to-end (shipment status, cargo movements, etc.) to support smooth shipping project operations
- Created Commercial Invoice, Packing List, Certificate of Origin (C/O), Shipping Instruction for 5+ shipments in one month
- Coordinated with cross-functional teams including marketing, demand planning, and finance to align shipment strategies
- Collaborated with other parties such as vendor, forwarder, and client
- Monitored end-to-end to ensure the shipments run smoothly

Analytical Chemistry & Physical Chemistry Laboratory August 2023 – June 2024
Laboratory Assistant – UPN Veteran Yogyakarta Yogyakarta

- Held the topic of practicum: Gravimetry, Partial Molal Volume, Solid-Liquid Adsorption Equilibrium, Solubility as a Function of Temperature
- Supervised 31 students and gave instructions for rule violations in all practicum activities
- Made pre-test and post-test, graded the result of practitioners' work: weekly report, examination.

ID FOOD – PT PG RAJAWALI I Unit PG Kribet Baru February 2024 – April 2024
Process Development Intern Malang, East Java

- Discipline topic: Mixing | Product: Sweet soy sauce
- Developed a mixing tank design using Microsoft Visio and conducted machine trials, resulting in a 50,14% increase in production time effectiveness
- Evaluated the mixing tank performance by analyzing the product's quality and the time of production
- Ensured the production process complied with established standards and maintained the stability of the product with brix of soy sauce: 80

SKILLS

Languages : Indonesian (Native), English (EF Standard English Test: B2 Upper Intermediate)

Soft Skills : Attention to detail, Problem solving, Teamwork, Disciplined, Analytical thinking, Communication,

Hard Skills :

- **Logistic/Transportation:** Export – Import Documentation [Bill of Lading (BL), Pemberitahuan Ekspor Barang (PEB), Commercial Invoice (CI), Packing List (PL), Shipping Instruction (SI), Certificate of Origin (COO)]; Shipment Tracking;
- **Documentation:** Microsoft Office (Word, Excel, PowerPoint, Visio); Google Workspace (Google Spreadsheet, Google Docs, Google Slides);

EDUCATION

Bachelor of Chemical Engineering, UPN Veteran Yogyakarta September 2020 – January 2025

- GPA: 3,70/4,00

Reflection on Food Security and Smart Packaging

Published a review paper in a reputable international journal (Springer Nature), this paper talked about Polymer, contributing to advancements in sustainable food packaging solutions and have 4000+ accessed [\[Link\]](#)

WRITING PROJECTS

Thesis:

Study/Research Literature:

June 2023 – December 2024

Plant Pre-Design of Methyl Acrylate from Acrylic Acid & Methanol with capacity 75.000 tons/year

- Calculated mass balance, energy balance, specification of raw material, operating condition
- Designed and calculated process equipments (CSTR, Neutralizer, Mixer, Decanter, Distillation Coloumn)
- Designed and calculated utilities, economic evaluation, management industry

ORGANIZATIONAL EXPERIENCES

HMTK UPN Veteran Yogyakarta

November 2022 – May 2023

Secretary of Regeneration Division

Yogyakarta

- Assisted the Head of Division in compiling and implementing regeneration processes
- Responsible for the regeneration process for 100+ members
- Evaluated feasibility studies for new members
- Provided provision and insight about the organization in general and in detail so that it can get positive interest for new members

PKKBN Teknik Kimia UPN Veteran Yogyakarta

August 2022

Secretary

Yogyakarta

- Handled all administrative needs such as proposal and invitation letter
- Drafted memos and 20+ meeting minutes
- Composed 10+ event invitations and contacted invited guests
- Prepared event proposals and reports

LICENCES & CERTIFICATIONS

- **Document Control Management Based on ISO 9001:2015**

Held by PT Learnting Solusi Negeri

Published by April 2026

- **EF Standart English Test (B2: Upper Intermediate)**

Held by English First

Published July 2025

- **Quality Control & Quality Assurance**

Held by PT Inter Strada Solutrindo

Published August 2025

AWARDS & ACHIEVEMENTS

- The Best Paper Awards of 1st International Youth Conference Engineering Innovation held by Brawijaya University
- The Best Novelty Awards of 1st International Youth Conference Engineering Innovation held by Brawijaya University

REFERENCES

(+62) 857-3093-3930 – Nur Avidha Surayya (Staff of Pabrikasi PT PG Rajawali I Unit PG Krebet Baru)

(+62) 857-3078-0240 – Dr. Heri Septya Kusuma (Scientist, Supervisor, Lecturer of Chemical Engineering UPN Veteran Yogyakarta)

(+62) 895-4224-89924 – Trie Hana Nabilah A. (HR PT Ekspor Indonesia Aja)