

IKBAL FAUZI HAMBALI

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PROFIL

A Management graduate from Universitas Linggabuana PGRI Sukabumi with 2 years of professional experience as an Administrator in the manufacturing industry. Highly skilled in document management, data accuracy, and basic finance. An effective communicator experienced in cross-departmental coordination and external stakeholder engagement to ensure smooth business operations. Currently seeking a career opportunity that combines analytical skills with strategic interaction and procurement management.

EDUCATION

Universitas Linggabuana Sukabumi – *Sukabumi, Indonesia*

Bachelor of Management (2022-2026)

GPA: 3.23

MA Sunanul Huda – *Sukabumi, Indonesia*

Sciences

Final Grade: 86 / 100

WORK EXPERIENCE

PT. Glostar Indonesia (PGD) – *PCC Group*

Oktober 2024 - Present

Marketing Officer

- Conducted tooling analysis for shoe molds to ensure factory production capacity meets buyer demands and requirements.
- Managed various operational cases including PO cancellations, quantity changes, Mode of Transport (MOT) updates, and shipment re-routing with high efficiency.
- Played a strategic role in ERP System Implementation & Data Migration, overseeing the operational transition to the SAP S/4HANA platform for strategic markets, including Europe.
- Managed complex operational workflows, including system cut-off protocols and Purchase Order (PO) adjustments through digital platforms to ensure a seamless "go-live" phase.
- Acted as a key liaison between departments and stakeholders to align project timelines, handle technical troubleshooting, and mitigate operational risks during system transitions

PT. Buana Raya Lestari – *Universal Printing*

Sales Administrator

August 2023 – August 2024

- Partnered with the sales team to consistently meet monthly company targets.
- Liaised with the logistics department to monitor stock availability and ensure on-time delivery.
- Managed and shared real-time stock data to support sales team operations.
- Prepared daily sales reports and analyzed team performance metrics.
- Generated sales invoices for customers and maintained organized operational records.

PT. Paiho Indonesia – *Paiho Group*

Oktober 2022 – July 2023

Ekspor Import Administration

- Supervised more than 10 monthly export and import shipments via sea and air freight.
- Prepared and verified essential export-import documents for Customs clearance (Invoice, Packing List, Bill of Lading, COO, PEB/PIB, etc.)
- Coordinated with external partners such as Forwarders, Customs Brokers (PPJK), and Shipping Lines to ensure smooth logistics flow.
- Compiled and processed payment documentation for shipping and operational costs.

CERTIFICATIONS & TRAINING

Personnel Administrative Staff (Tenaga Administrasi Kepegawaian) – January 2022

Computer Operation Specialist (Tenaga Operasi Komputer) – June 2021

SKILLS

Technical Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook) • Intermediate English • Enterprise Resource Planning (ERP) • Accurate System • Administration • SAP S/4HANA • Infor Nexus • Fast typing (10-finger touch typing).

Interpersonal Skills

- **Stakeholder Management:** Experienced in coordinating with internal teams (Sales, Logistics, IT) and external parties (International Buyers & Forwarders).
- **Cross-Functional Coordination:** Skilled in bridging departments to align project timelines and operational efficiency.
- **Business Communication:** Effective in delivering technical and operational information for international markets (Europe).
- **Problem Solving:** Rapidly identifying technical issues and managing order adjustments (PO Adjustment) responsively.
- **System Adaptability:** Quick to master new procedures and digital platform transitions (e.g., SAP S/4HANA migration).
- **Team Collaboration:** Goal-oriented with a focus on providing strategic data support to achieve company efficiency targets.