



SHAQUILLE RAIHAN

Professional in Logistics and supply chain management

Bandung, Jawa Barat

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Shaquille Raihan Ayodyatama



PROFILE

Graduate from Universitas Logistik Bisnis Internasional (Formerly Politeknik Pos Indonesia) with knowledge and experience in logistics and customs processes for the retail industry, pharmaceutical industry and mining industry. Able to work as a team or independently



EDUCATION

Bachelor of Business Logistic | Universitas Logistik Bisnis Internasional
2019 – 2023



WORK EXPERIENCE

Import Officer | PT. Pasifik Saintifindo

MAY 2025 – NOW

Responsible for all import processes in the company, with the following responsibilities:

- ❖ Directly report to the managing director on all import processes within the company
- ❖ Coordinate with suppliers, freight forwarders, and customs brokers to ensure smooth and efficient import operations
- ❖ Ensure compliance with all relevant laws, regulations related to import process
- ❖ Prepare and review import documentation including Bill of lading/AWB, Commercial Invoice, Packing List and interpret the HS Code
- ❖ Solve any issues that may arise during the import process including customs delays, damaged cargo or supplier dispute
- ❖ Apply a Pertek and Perizinan import in INSW for cargo that need the import permit especially Import steel permit
- ❖ Communicate and coordinate with the KSO regarding imported cargo that needs to be surveyed
- ❖ Prepare supporting documents for NPD, NPP, SPTNP request from Customs if any

Crew Contract Logistics Shipping – KPC Project | PT. Cipta Krida Bahari

APRIL 2024 – MAY 2025

Involved in work activities in the project department of client Kaltim Prima Coal, namely:

- ❖ Check and verify import documents (BL, CIPL, COO)
- ❖ Communicate with overseas suppliers if there are non-conformities in import documents (BL, CIPL, COO)
- ❖ To interpret the HS Code as advice to clients
- ❖ Communicate and coordinate with finance team to calculate prefinance for customs clearance process.
- ❖ Communicate and coordinate with NVOCC & Shipping regarding the client's shipment and the customs process
- ❖ Monitor and update to the client regarding the quota & realization of import permit
- ❖ Communicate and coordinate with the KSO regarding imported cargo that needs to be surveyed
- ❖ Prepare supporting documents for NPD & NPP request from Customs if any

Business Support Assistant – Business Excellence Team | PT. DSV

Solutions Indonesia

FEBRUARY 2023 – APRIL 2024

Involved in work in the Business Excellence Team Department at Quality Operation & HSE PT DSV Solutions Indonesia, namely:

- ❖ Create SOP (Standard Operational Procedure) & WI (Work Instruction)
- ❖ Reviewed SOP (Standard Operational Procedure) & WI (Work Instructions) at PT DSV Solutions Indonesia
- ❖ Conduct Gemba at PT DSV Solutions Indonesia Warehouse
- ❖ Create Risk Assessment FMEA (Failure Mode And Effect Analysis) for PT DSV Solutions Indonesia warehouse
- ❖ Conduct procedures and preparations for ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018 at PT DSV Solutions Indonesia
- ❖ Create document master logs and record master logs for departments in PT DSV Solutions Indonesia
- ❖ Conduct property & ESG (Environmental Social Governance) reports to PT DSV Solutions Indonesia global portal
- ❖ Prepared for SLCP (Social and Labor Convergence Program) audit at PT DSV Solutions Indonesia
- ❖ Planning, Preparation of CSR activities at PT DSV Solutions Indonesia
- ❖ Planning, preparation and conducted training related to operational activities at PT DSV Solutions Indonesia Warehouse



SOFT & HARD SKILLS

- ❖ Collaboration & Team Work
- ❖ Flexibility and Adaptability
- ❖ Leadership
- ❖ Analytical and Problem-Solving
- ❖ Time Management
- ❖ Work under pressure
- ❖ Open Minded
- ❖ Cross-functional Coordination
- ❖ Customer Satisfaction
- ❖ Microsoft 365
- ❖ Supply Chain Management
- ❖ Logistic Management
- ❖ Business Process Analysis
- ❖ ISO 9001, ISO 14001, ISO 45001
- ❖ Export – Import Process
- ❖ Export – Import Compliance
- ❖ Customs Clearance
- ❖ Transportation Management



TRAINING

- ❖ **Training Kepabeanan – PIC Training**
Objective : Learn about the customs process from import to export
- ❖ **HealthcareQMS Quality Auditor – PT. DSV Solutions Indonesia**
Objective : Learn about how to prepare a warehouse that complies with the standards for the storage of pharmaceutical products and medical devices
- ❖ **Advanced Warehouse Management – Kaweroo Institute**
Objective : learn about the processes in the warehouse, storage management, challenges in running a warehouse

SURAT KETERANGAN CATATAN KEPOLISIAN
POLICE RECORD

Nomor: SKCK/00011130/I/YAN.2.3./2026

Diterangkan bersama ini bahwa:
This is to certify that

Nama : SHAQUILLE RAIHAN AYODYATAMA
Name
Jenis Kelamin : LAKI-LAKI
Sex
Kebangsaan : INDONESIA
Nationality
Agama : ISLAM
Religion
Tempat dan tgl lahir : BANDUNG, 22 SEPTEMBER 2000
Place and date of birth
Tempat tinggal sekarang : TAMAN BUKIT CIBOGO BLOK C-17 NO 11 RT 001 / RW 017,
Current address : LEUWIGAJAH, CIMAHI SELATAN, KOTA CIMAHI, JAWA BARAT
Pekerjaan : PELAJAR/MAHASISWA
Occupation
Nomor Kartu Tanda Penduduk : 3277012209000026
Citizen card number
Nomor Paspor/KITAS/KITAP* :
Passport/KITAS/KITAP number
Setelah diadakan penelitian hingga saat dikeluarkan surat keterangan ini yang didasarkan kepada:
As of screening through the issue here of by virtue of:
Catatan Kepolisian yang ada :
Existing Police record

Bahwa nama tersebut diatas tidak memiliki catatan atau keterlibatan dalam kegiatan kriminal apapun

The bearer here of proves not to be involved in any criminal cases

Selama ia berada di Indonesia
dari : 22 SEPTEMBER 2000
During his/her stay in Indonesia
from
Sampai dengan : 02 JANUARI 2026
Until

Keterangan ini diberikan berhubungan dengan permohonan
This certificate is issued at the request to the applicant

Untuk keperluan/menuju* : **MELAMAR PEKERJAAN**
For the purpose
Berlaku dari tanggal : 02 JANUARI 2026
Valid from
Sampai dengan : 02 JULI 2026
Until

Apabila di kemudian hari ditemukan ketidaksesuaian data, SKCK ini dinyatakan tidak berlaku

If the person is involved in crimes/violations afterwards this SKCK is declared as invalid



Dikeluarkan di : POLRES CIMAHI
Issued in
Pada tanggal : 02 JANUARI 2026
On

a.n KEPALA BADAN INTELIJEN KEAMANAN POLRI
KABIDYANMAS
u.b.
KASUBBID GIATMAS

