

FADHILLAH MIFTAHUL JANNAH

Tangerang • +62 877-7767-2122 • fadhillahmjannah@gmail.com • linkedin.com/in/fadhillahmje

SUMMARY

Export Operations professional with 3 years of experience managing international air and sea shipments, including documentation, freight coordination, and shipment tracking. Experienced in working with cross-functional teams and external partners to ensure accurate documentation, timely delivery, and smooth export processes. Strong attention to detail with proven ability to handle multiple shipments and maintain data accuracy. Seeking to grow into a role with broader responsibility in export operations, logistics coordination, and sales operations.

EXPERIENCE

Export Staff

PT. Kreasi Alam Indonusa | May 2023 – Present

- Handle export document preparation for bird nest export, including Sales Order, Commercial Invoice, Packing List, and shipment data for AWB, B/L, COO, HC, and PEB processing through freight forwarders, ensuring accuracy and compliance with export requirements.
- Coordinate with freight forwarders for air and sea freight shipment arrangements, including booking support, document submission, and review of draft shipping documents before final release.
- Monitor export shipments, ensuring accurate data input, smooth coordination between internal teams, and reporting shipment status and progress.

Quality Assurance

CV. Mutiara Alam Raya | Oct 2021 – Sept 2022

- Supervising production standards, managing audits, and maintaining QA documentation in compliance with food safety systems.
- Coordinated export product labeling compliance, updated product data on platforms, and designed packaging labels using Adobe Illustrator and Canva.

Administrative Staff

Klinik Sari Medika | May 2021 – Sept 2021

- Managed daily administrative operations including document handling, data entry, and customer service.
- Processed around 100 transactions daily, including billing, scheduling, and record management in a high-volume environment.

EDUCATION

B.Sc. in Nutrition – Universitas MH. Thamrin

GPA: 3.44 / 4.00

CERTIFICATIONS

- Document Control Management – SRZ Consulting & Training, Jan 2023
- Microsoft Excel: Functions, Pivot Table, VLOOKUP – Cariilmu.co.id, Apr 2021
- Adobe Photoshop Basics – Skill Academy, Mar 2021

SKILLS

Technical Skills :

- Export Documentation (PEB, COO, AWB, B/L)
- Shipment Coordination & Tracking
- Microsoft Excel & Google Sheet
- Data Management & Reporting

Soft Skills :

- Cross-functional Coordination
- Attention to Detail
- Time Management