

SAFIRA SALMA ANANDHITA

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EXECUTIVE SUMMARY

Logistics Management graduate from the Institute of Transportation and Logistics Trisakti with a strong foundation in logistics operations, documentation management, and process coordination. Experienced in handling shipment documentation, monitoring operational systems, and ensuring data accuracy to support efficient supply chain activities. Comfortable working with detailed records, managing multiple tasks simultaneously, and maintaining high standards of accuracy under pressure. Proficient in adapting to dynamic environments, collaborating with cross-functional teams, and continuously learning new systems and procedures. Interested in Logistics Management, Warehousing, Retail Management, Lean Logistics, and Freight Forwarding, with a strong motivation to grow and contribute professionally.

EDUCATION

Institute Transportation and Logistic Trisakti

2020 - 2024

Logistics, Materials, and Supply Chain Management (GPA: 3,74/4.00)

EXPERIENCES

PT. MY GLOBAL LOGISTIC INDONESIA – Jakarta, Indonesia. August – October 2022

Intern

- Processed shipment requests and prepared documentation such as Bills of Lading, Invoices, Packing Lists, and other export-import documents.
- Ensured document completeness and compliance with local and international regulations.
- Entered customer and shipment data accurately into the company's system.
- Monitoring third-party vendors collaborating with the company (Nov 2021 – Jun 2022).
- Downloaded and categorized project reports based on project type for organized record management.
- Assisted in calculating operational financial data by determining profit for each shipment.
- Prepared receipts for every shipment for both exporters and importers.

PT PP PERSERO TBK – Jakarta, Indonesia. September – November 2023

Intern

- Prepared purchasing, delivery, and material usage reports for project operations.
- Compiled supporting documentation such as Delivery Orders (DO), invoices, and Goods Handover Reports (BAST).
- Monitored third-party vendors collaborating with PT PP from November 2022 to June 2023.
- Downloaded and categorized project reports according to project type for structured documentation.
- Monitored product defects, logistics checklists, and shipment activities during August 2023.
- Developed PowerPoint presentations on logistics management procedures, procurement administration, standardization, and warehousing checklists.
- Created presentation materials outlining import work instructions and customs clearance processes.
- Prepared contract cover letters, scanned returned contracts received by the division, and distributed subcontract documents to vendors.

FIBS PROJECT MANAGEMENT – Jakarta, Indonesia. November 2025 – March 2026

Intern

- Prepared and managed Request for Quotation (RFQ) documents in a systematic manner for service and logistics procurement needs, including coordinating with vendors to ensure completeness, accuracy, and compliance with company requirements.
- Monitored and administered Service Acceptance (SA) documentation for the 2024–2025 period

with a high level of accuracy and organization, ensuring all service processes were completed in accordance with agreed terms and properly documented for administrative and reporting purposes.

- Oversaw Service Orders (SO) for 2024–2025, ensuring alignment between service requests, operational execution, and system data, while maintaining accurate order status to support smooth and efficient business operations.
- Prepared and issued Delivery Order (DO) documents for multiple shipments throughout 2024–2025, ensuring shipment details were accurate, timely, and compliant with operational requirements and company documentation standards.
- Produced more than 300 official shipment reports during 2024–2025 with exceptional attention to detail, ensuring all shipment activities were formally documented, validated, and ready for audit and internal administrative purposes.
- Compiled over 300 Goods Handover Reports (BAST) for the 2024–2025 period in a detailed and structured manner, ensuring the legitimacy of handover processes and consistency between documentation, physical evidence, and operational records.
- Issued and managed Accounts Payable (AP/ACK) documentation for shipments in 2024 and 2025, including verifying supporting documents, validating billing amounts, and facilitating timely vendor payment processes.
- Prepared and processed invoices end-to-end for shipments handled with Elnusa during 2024–2025, managing approximately 400–500 shipments while ensuring accuracy, completeness, and timely submission in accordance with company standards and documentation requirements.
- Monitoring and managed the VMS Elnusa and Logi-Sys applications, ensuring accurate system operations, data consistency, and efficient workflow support in alignment with operational and administrative requirements.

PROJECT / VOLUNTEER EXPERIENCE

Theater Kodok – Trisakti Stage and Consumption

Ensure the success of every stage performed in the frog theater in terms of stage arrangement and consumption for the actors

ACHIEVEMENTS AND OTHER EXPERIENCES

- **Insustrial Visit to Jakarta International Container Terminal (2023):**
Conducting research on the real work environment in the world of logistics, observing how heavy equipment used to move containers works, monitoring the processes and working systems of containers up to the ship.
- **Industrial Visit to PT Angkasa Pura Logistik (2022):**
Conducting surveys of warehousing activities, managing information on warehouse aids and work systems in and out of goods.

- **UNIKL Mitec Short Mobility Virtual Program (2021):**
Certificate of Integration of National Transportation Systems and National Logistics System Strategy to effectively minimize lead time in modes of transportation and development of National Logistics.
- **PT Pelindo (2021):**
Expert Competency Certificate Module " Pemberitahuan Ekspor Barang (PEB)" and " Pemberitahuan Impor Barang (PIB)" in managing data documents used for notification of the implementation of export and import of goods which can be in the form of writing on the form.

ADDITIONAL INFORMATION

SOFTWARE SKILLS

- Ms. Office (Ms. Word, Ms. Excel, Ms. Powerpoint)
- Google (Google Trends, Google Docs, Google Spreadsheets, Google Slides)
- PictsArt
- Inshot (editing video)

LANGUAGE SKILLS

- Indonesian (Native Proficiency)
- English (Intermediate)