

INDAH MAULIDIA

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PROFESSIONAL SUMMARY

Export and Inventory Control professional with experience in export documentation, demand planning, and logistics coordination within the FMCG industry. Experienced in handling export shipment documents, managing sales orders using SAP, coordinating with buyers, forwarders and shipping lines, and monitoring goods in transit. Strong analytical, communication, and problem-solving skills with the ability to manage operational reporting and shipping planning.

CORE SKILLS

- Export Documentation
- Inventory Control
- Demand Planning
- SAP System (Sales Order Processing)
- Logistics Coordination
- Shipping & Forwarder Management
- HS Code Management
- Data Analysis & Reporting
- Problem Solving
- Communication & Coordination

PROFESSIONAL EXPERIENCE

PT Kaldu Sari Nabati Indonesia

Inventory Controller

Bandung, Indonesia | 2022 – Present

Key Responsibilities:

- Monitor and control **goods in transit** and ensure shipment visibility across logistics processes.
- Prepare and generate **inventory and logistics reports** for operational monitoring.
- Collect and consolidate **customer orders and demand forecasts**.
- Create and process **CRF (Change Request Form)** related to inventory and operational system updates.

- Coordinate with logistics teams to estimate and plan **daily shipping requirements**.
- Track shipment movement and maintain accurate **inventory and shipment records**.
- Support demand planning activities to ensure product availability and shipment readiness

Nabati Food PTE LTD

Export Staff

Bandung, Indonesia | 2018 – 2021

Key Responsibilities:

- Managed **export shipment documentation** including Invoice, Packing List, Bill of Lading (B/L), and Certificate of Origin (COO).
- Handled export shipment insurance processing as part of supporting documentation.
- Coordinated with **forwarders, shipping lines, and customs brokers** to ensure smooth export operations.
- Processed and maintained **Sales Orders using SAP System**.
- Maintained and updated **HS Codes for existing SKU products**.
- Handled export shipments to multiple international markets including:

China

Cambodia

Brunei Darussalam

Malaysia

Myanmar

Thailand

Vietnam

India

EDUCATION

Universitas Pamulang

Bachelor's Degree – Economic Education

2018 – 2022

CERTIFICATIONS

Excel Bootcamp – MySkill

February 2023 – March 2023

TECHNICAL SKILLS

- SAP System
- Microsoft Office
- Coupa System
- Export Documentation System
- Inventory & Logistics Reporting

ADDITIONAL INFORMATION

Tools & Systems:

- SAP System
- Microsoft Excel

Professional Skills:

- Analytical Thinking
- Data Management
- Cross-department Coordination

Languages: Indonesian (Native), English (Basic)