

RANTI LUKMIATI

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Perumahan Taman Lestari Blok A4 No 12 RT.003/011 Desa Cisarua, Kec. Nagrak, Kab. Sukabumi - Jawa Barat

My name is Ranti Lukmiati, I graduated from Muhammadiyah University of Sukabumi with a bachelor's degree in Business Administration and GPA 3.31. I am a Dynamic and detail-oriented logistics professional with experience specializing in export and import operations. Proficient in managing end-to-end supply chain processes, ensuring compliance with international trade regulations, and optimizing cost-effective shipping solutions. Skilled in customs regulations, supply chain, inventory, procurement/purchasing, understand with Ceisa 40 and PEB/PIB module for export import, and also manage supporting documents for Export/Import in related government agency (SKI BPOM, Laporan Surveyor, CFS BPOM, E-COO, Etc.) Adept at building strong relationships with vendors, carriers, and clients to ensure seamless operations in fast-paced environments.

Work Experiences

PT. KKV International Indonesia (OHISOME) - Jakarta Barat, DKI Jakarta April 2025 - PRESENT

Import Specialist / Contract

- Handling end to end Import and Export process (estimated 20 shipment/month) including all the retail company product such as Toys, Cosmetics, Household, Textile, Etc
- Prepare export and import documents such as Packing List, Invoice, BL/AWB, E-COO, and any Export/Import permits.
- Communicate and coordinate with Overseas suppliers, Forwarding agent, Customs Officer, and Local trucking company
- Ensure compliance with international trade regulations, including customs laws, tariffs, and embargoes, customs regulations, licensing certifications
- Monitor the status of shipments, resolving issues such as delays, lost goods, or discrepancies in documentation.
- Develop and maintain relationships with suppliers, carriers, and regulatory agencies to facilitate smooth operations.
- Monitor the customs clearance lead time according to KPI (2 day for Customs Clearance time)
- Maintain accurate records of all export and import transactions for auditing and reporting purposes.
- Communicate and coordinate with regulatory team for every product certification.
- Submit and report for every Import billing and forwarding agent fee to Finance
- Communicate and coordinate with Finance and Warehouse team for making all the business process align
- Create periodic Export/Import report (Weekly and Monthly) including the Import/Export fee, Total shipment, Export/Import cases, expired certificate, etc.

PT. Royal Pesona Indonesia (Somethinc - Beautyhaul) - Jakarta Barat, DKI Jakarta August 2024 - April 2025

Senior Logistics Planner / Contract

- Coordinate and oversee the entire export-import process, including documentation, customs clearance, shipping, and delivery.
- Handling end to end Import and Export process (estimated 20 shipment/month) for export destination Southeast Asia country and Yemen
- Prepare and verify required documentation, such as invoices, packing lists, bills of lading, certificates of origin, and export licenses.
- Ensure compliance with international trade regulations, including customs laws, tariffs, and embargoes.
- Liaise with freight forwarders, shipping companies, and customs brokers to arrange transportation and clear shipments efficiently.
- Monitor the status of shipments, resolving issues such as delays, lost goods, or discrepancies in documentation.
- Develop and maintain relationships with suppliers, carriers, and regulatory agencies to facilitate smooth operations.
- Negotiate contracts and rates with logistics providers to ensure cost-effective shipping solutions.
- Create logistics budget plan
- Maintain accurate records of all export and import transactions for auditing and reporting purposes.
- Collaborate with internal teams, such as procurement, Supply Chain, sales, and finance, to align shipping schedules with business needs.
- Monitor and analyze key performance indicators (KPIs) for shipment accuracy, transit times, and cost efficiency, implementing improvements as needed.
- Create periodic logistics report (Weekly and Monthly)

PT. Avo Innovation Technology (Avoskin) - Sleman, DI Yogyakarta Jan 2024 - July 2024

Jr. Procurement and Freight Executive / Full time

- Handling end-to-end Procurement process for Packaging Material, Company Assets, Raw Material and Daily Company Household Create Purchase Order

- Manage and monitor asset management databases
- Handling end-to-end process for entire local, export and import goods delivery process
- Handling and checking for Export/Import document support (PIB/PEB, BL/AWB, Packing List, Commercial Invoice, SKI, Laporan Surveyor, Etc)
- Collaborate and Coordinate with each user and internal or external team to ensure clarity of specifications and brief for the product or project being designed.
- Vendor Management by designing and managing good and appropriate relationships with suppliers of goods and services (suppliers) or vendors
- Vendor performance analysis by conducting regular evaluations of supplier
- Coordinate with the finance team to schedule payments
- Carrying out strategic sourcing projects starting with a search for alternative vendors comparison of at least 3 vendors across designated categories
- Negotiations regarding prices, discounts, time and workmanship with vendors and suppliers
- Make periodic reports on designated dedicated categories by providing credible market data analysis and local supplier segmentation to achieve targets potential savings.

PT. Avo Innovation Technology - Sleman, DI Yogyakarta Feb 2022 - Jan 2024

Exim Support Staff / Full Time

- Monitoring the company's import and export activities starting from preparing accompanying documents to supporting data needed from both the customs and forwarder services.
- Manage the import needs of packaging raw materials from Chinese Suppliers and monitor the import process Managing export needs with partners in the South East Asia region and monitoring the export process
- Coordinate and work with internal and external teams and have appropriate problem-solving strategies according to the applicable rules.
- Carry out the end to end Export and Import Process starting from preparing Packing List and Commercial Invoice, customs supporting document such as PEB/PIB, Iartas document (SKI BPOM, CFS BPOM, Laporan Surveyor, Etc.), Made weekly and monthly report for Shipping Logistics
- Managing good relationship with vendor, supplier, and government instansi
- Coordinate with the Finance team for the payment process.

PT. Muara Tunggal - Sukabumi, Jawa Barat Jun 2021 - Jan 2022

Inventory Specialist (Exim Department) / Full Time

- Stock Opname
- Managed shipment document
- Made Inventory report
- Have responsibility for suitable materials in warehouse and Inventory Systems
- Responsible for every adjustment on Inventory Systems
- Made BC 4.0 document on TPB Systems
- Assist the team for making PEB document
- Record daily in and out material of the warehouse on Inventory Systems

PT. Muara Tunggal - Sukabumi, Jawa Barat Jun 2018 - Jun 2021

Senior Warehouse Admin / Full Time

- Record daily in and out material of the warehouse on Microsoft Excel documents
- Made a delivery note for shipment
- Made a report for broken materials
- Made monthly Inventory report for Exim Department
- Request added material to a supplier

PT. Muara Tunggal - Sukabumi, Jawa Barat Jun 2015 - Jun 2018

Junior Warehouse Admin / Full Time

- Record daily output materials of the warehouse
- Made monthly output material report
- Ensure availability material of the warehouse

Education Level

Universitas Muhammadiyah Sukabumi - Sukabumi, Indonesia Sep 2016 - Oct 2020 *Degree in Business Administration, 3.30/4.00*

Skills, Achievements & Other Experience

Soft Skills (2024): Pendidikan dan Pelatihan Ahli Kepabeanan (PPJK)

Soft Skills: Negotiation, Communication, Teamwork, Sourcing, Vendor Management

Hard Skills: Microsoft Office Tools, Google Spreadsheets, Google Docs, Google Slides, Warehouse Management Systems, Ceisa 4.0 Module