



Laelatul Nurul Fitri

Export - Import Administration

PROFIL

I'm Lala. I was born in Jakarta, January 16, 1997. I'm hardwork, honest, responsibility, and fast learner. I have work experience for handle documents export or import and handle Certificate of Origin.

WORKING EXPERIENCE

Just Shop Jaya, PT (Daiso Indonesia) | May 2025 - Present

Import, Staff

- Checking HS Code and Regulation
- Checking import documents (Verification Order (VO), Laporan Surveyor (LS), Draft Bill of Lading, Invoice, Packing List, and Draft PIB)
- Coordination with Forwarder for release PIB
- Coordination with surveyor for release Final LS
- Update Monitoring shipment
- Report Realization of PI and LS on the system

Entrepreneur | July 2022 - Present

Rumah Marketer Indonesia | Apr 2021 - Juni 2021

Customer Service, Intern

- Make a document NIB (Nomor Induk Berusaha)
- Make a Google My Business (Profile Business Google)
- Make a account and upload product in marketplace
- Make a design promotion by canva

Zinus Global Indonesia, PT | Aug 2019 - Nov 2020

Shipping Document, Staff

- Checking documents export (Shipping Instruction, Bill of Lading, invoice, packing list, PEB, and NPE)
- Make a documents export (shipping instruction, invoice, and packing list)
- Provide document Certificate of Origin by system E-SKA
- Make a voucher for payment to Forwarder

Primatexco Indonesia, PT (Jakarta Office) | Feb 2018 - Apr 2018

Shipping Document, Intern

- Checking documents export (Shipping Instruction, Bill of Lading, invoice, packing list, PEB, and NPE)
- Make a documents export (shipping instruction, invoice, and packing list)

CONTACT



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KOMP. BSI BLOK D3 NO.68 RT
12 RW 10, PENGASINAN,
SAWANGAN - DEPOK

EDUCATION



Polytechnic APP Jakarta 2015-2018

Diploma III - International
Trade of ASEAN and China
Region - GPA : 2.87



Bina Rahayu Vocational High School 2012-2015

Computer and Network
Engineering



AL - Hasra Junior High School



NON FORMAL 2019

TOEFL Course, LBPP LIA
Pamulang
Score : 417 - 437

SKILL

- Microsot Office (Word
Excel, Powerpoint)
- E-SKA System
- Canva
- Operation Internet
- English Language

ACTIVITIES EXPERIENCE

2021

- Participant of Workshop Digital Marketing

2019

- English Course at LBPP LIA

2016

- Participant of The Seminar “Be An Excellent Entrepreneur” at Polytechnic APP Jakarta
- Participant of Indonesian Foreign Policy Review “Actualizing Human Development: Opportunity and Challenges for Indonesian Within ASEAN Community” at Indonesian University Depok
- Participant of Talkshow Kedinasan Nasional “Eksistensi Perguruan Tinggi Kedinasan dalam Pendidikan Indonesia” at Politechnic APP Jakarta.

2015

- Participant of Cisco Training CCNA 1 & 2 at Vocational High School Bina Rahayu
- Participant of Achivement Motivation Training at Politechnic APP Jakarta
- Participant of International Trade Basic Training 2015 at Politechnic APP Jakarta

2014

- Participant of The Seminar “A Strategy To Achive Dream” at Polytechnic LP3I Depok
- Participant of Motivational Seminars “How to Survive After SMA/K?” at STIE Gici Business School

ORGANIZATION EXPERIENCE

2012

- Leader of Extracuricullar Marching Band at Bina Rahayu Vocational High Schhool

2010

- Member of OSIS at Al - Hasra Junior High School

INTEREST

- Writing
- Badminton
- Reading Novel