

ALFIANA NOOR FAJARI

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PROFILE

A detail-oriented logistics professional with hands-on experience in international freight forwarding and port terminal operations. Proficient in managing end-to-end export-import processes via CEISA 4.0, coordinating vendor networks, and ensuring full compliance with customs clearance and shipping documentation. A strong communicator skilled at liaising between internal teams, and customers to ensure seamless delivery, now eager to contribute to a dynamic logistics and export-import team.

WORK EXPERIENCE

PT. Dwi Jaya Transportindo

December 2025 – Present

Operation Sea Export-Import

- Served as the first operational staff, playing a foundational role in building the company's export-import workflows and standard operating procedures from the ground up.
- Handled and verified shipping documents (B/L, Invoice, Packing List, COO) to support smooth customs clearance processes.
- Coordinated customs clearance activities end-to-end, from port of origin through final delivery to customer warehouses.
- Managed transportation logistics and monitored delivery schedules to ensure on-time shipment execution.
- Communicated with shipping lines, trucking vendors, and international stakeholders via email to confirm shipment schedules and updates.
- Prepared and submitted Export & Import Declarations (PEB & PIB) through the CEISA 4.0 system in compliance with applicable regulations and procedures.

PT. Berlian Manyar Sejahtera (Internship)

August 2023 – August 2024

Operation Division

- Organizing and achieving export-import documentation (B/L, Invoice, Packing List, PIB/PEB) to avoid delays during customs clearance.
- Monitored stevedoring operations for export-import activities and coordinated berthing/unberthing procedures with agents and pilots on board.
- Prepared and submitted operational document reports on accumulated cargo for international bulk carrier vessels.

Commercial Division

- Liaised directly with customers during port visits to understand their specific needs.
- Communicated regularly with customers to provide updates on stevedoring activities.
- Assisted in stakeholder meetings to present service and foster collaboration in export-import activities.
- Coordinated with the Finance Department to facilitate accurate and timely customer invoicing.

EDUCATION

Marine Polytechnic of Surabaya

October 2021 – August 2025

Bachelor of Applied Science in Sea Transportation – GPA 3.53

ADDITIONAL

Technical Skills : Export-Import Operations, Shipping Documentation & Verification, INCOTERMS, Logistics Coordination, CEISA 4.0 (PEB & PIB), Port Regulations, Document & Data Management.

Soft Skills : Attention to Detail, Strong Coordination & Communication, Able to Work Under Deadlines, Time Management, Fast Learner, Discipline, Decision Making

Certificate : Application of Export-Import procedures, Management of Container Sea Freight Transport, International Transport & Shipping, ISM CODE.