

LATIFAH ZUHRA

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PROFILE

Agribusiness graduate with experience in domestic distribution and export execution support at a multinational agribusiness company (LDC). Hands-on in preparing export documents (PEB, COO, Bill of Lading), managing customs processes through INSW & CEISA, and verifying distributor invoices to ensure data accuracy and compliance. Strong in operational coordination and data reconciliation using Excel.

EDUCATION

Bachelor of Agriculture, Universitas Andalas

Aug 2020 – May 2024

- **GPA:** 3.94 / 4.00
- **Honors:**
 - Valedictorian of the Faculty of Agriculture, Graduation III 2024
 - Recipient of Bank Indonesia Scholarship (Apr 2022 – Aug 2023)

WORK EXPERIENCE

Louis Dreyfus Company (LDC)

Dec 2025 – Apr 2026

Domestic Execution Junior Staff

- Monitored commodity distribution to ensure compliance with DMO/DPO regulations, identifying and resolving pricing and allocation discrepancies across distributor data.
- Coordinated with distributors regarding operational issues, documentation submission, and distribution flow.
- Verified distributor tax invoices, pricing, and quantities against internal records, ensuring accurate financial reporting and reducing data discrepancies.
- Prepared and validated export and shipment documents (DO, Packing List, PEB, COO, Bill of Lading) to support timely and compliant export operations.
- Managed export realization processes through INSW and supported customs documentation via CEISA, ensuring compliance with regulatory requirements.
- Maintained trade execution and operational data within internal systems (ACTS & ESKA) for reporting and tracking purposes.
- Assisted in customs audit preparation and cross-functional discrepancy resolution to support compliant operations.

INTERNSHIP EXPERIENCE

PT Mega Manunggal Property

Jun 2025 – Oct 2025

Budget Control Intern

- Verified and matched payment requests and purchase requests from various departments.
- Reviewed reimbursement and cash advance documentation for accuracy and compliance.
- Supported administrative processes related to purchasing (bidding, cash advance, and settlement).
- Reconciled cash advances and invoices to ensure data accuracy.
- Managed and compiled financial data using Microsoft Excel and Google Sheets.
- Checked employee overtime records and assisted in payroll administration.

Serambi Milk

Jan 2023 – Feb 2023

Marketing Administration Intern

- Organized and managed daily operational documents for educational tourism activities.
- Created daily sales reports and identified market trends and consumer behavior.
- Produced 25+ promotional videos and 5+ posters for Instagram.
- Developed marketing strategies, increasing educational tourism visits by 20%.

FREELANCE EXPERIENCE

Socio-Economics of Agriculture UNAND - Teaching Assistant

May 2024 – Aug 2024

- Inputted and managed accreditation data using Google Sheets with 98% accuracy.
- Ensured data presentation met campus accreditation standards.

ORGANIZATIONAL EXPERIENCE

GenBI UNAND – Human Resources Development Staff

Apr 2022 – Aug 2023

- Organized *Minang Leadership Practice 2022* with 150+ participants.
- Coordinated *GenBI Classroom*, upgrading sessions, and workshops in 2023.
- Participated in *Generasi Baru Indonesia Capacity Building 2023*, West Sumatra

PIKA UNAND - Secretariat Staff

Mar 2022 – Mar 2023

- Managed correspondence and organizational reports.
- Recorded and documented organizational activities.
- Assisted in event coordination, meetings, and evaluations.

ASIA 2022 - Secretariat Staff

Jan 2022 – Mar 2022

- Handled permits for venue and facilities usage.
- Distributed invitations to 150+ participants and guests.
- Managed participant registration and prepared post-event reports.

COURSES & TRAININGS

- Digital Marketing & Data Analysis with Excel, MySkill (Dec 2024 – Mar 2025)
- English Course – Intermediate Level, YEC (Jan 2025 – Feb 2025)

SKILLS

Hard Skill:

- Trade Execution Support (ACTS, ESKA)
- Export & Shipment Documentation (PEB, COO, Bill of Lading)
- Customs Documentation (INSW & CEISA)
- Invoice Verification & Reconciliation
- Supply Chain & Distribution Coordination
- Microsoft Excel (Pivot Table, VLOOKUP, Data Reconciliation)
- Operational Reporting & Tracking

Soft Skill:

- Attention to Detail
- Coordination
- Time Management
- Effective Communication