



PERSONAL INFORMATION

Date Of Birth : December 4, 1999
Gender : Female
Address : Kp Gedong, Kemiri
muka, Beji, Depok, Jawa Barat

KONTAK

Nomor Telfon

082112426717

Email

gitaluthfiyah04@gmail.com

SKILLS

- Accurate Data Entry
- Understanding of Export-Import Procedures and Handling
- Computer Literacy (Microsoft Word, Excel, PowerPoint)
- English (Basic)
- Good Communication Skills
- Teamwork and Individual Work Capability
- Fast Learner

TRAINING

2022 : Risk and Opportunity Audit Workshop (ISO 14001)
2022 : Performance Management System Staff Workshop

GITA LUTHFIYAH

I am a graduate of Institut STIAMl Jakarta with a strong interest in administrative work, particularly in developing and managing data reports. I am committed to ensuring accurate data entry and have solid skills in analysis and problem-solving. I have professional experience in export and import operations within manufacturing and heavy equipment companies.

WORK EXPERIENCE

Import Staff (2024)

PT Sany Perkasa — Import Staff (Nov 2024 – Present)

Duties and Responsibilities:

- Review import documents (Invoice, Bill of Lading, Insurance, and Foreign Exchange)
- Check PIB documents (BC 2.0)
- Submit PIB payment requests through the BOP system
- Prepare Cost Reduction Reports (Foreign Exchange)
- Support import administration for NPD or SPJM
- Coordinate with trucking vendors and warehouse regarding import delivery
- Update delivery status in the Transport Management System (TMS)

Logistic & Import Staff (2023)

Fajar Benua Group, July - November 2023

Duties and Responsibilities:

- Prepare local logistics cost estimations
- Coordinate local logistics shipment
- Support logistics administration
- Handle claims for local logistics costs
- Review import documents (Invoice, Bill of Lading, Insurance, and FE)
- Review PIB documents (BC 2.0)
- Coordinate import shipment with forwarders and warehouse

Junior Logistic, Export & Import Staff (2021)

PT Komatsu Indonesia, May 2021- May 2023

Duties and Responsibilities:

- Prepare PIB for periodic payments (BC 2.0 and BC 2.8)
- Input invoice payment data from trucking vendors
- Verify completeness of import documents
- Prepare and monitor fiscal year budgets
- Create monthly reports (Intrade, INSW, SKA)
- Prepare logistics cost reports
- Support export and import administration

EDUCATION

Institut STIAMl Jakarta - Business Administration
2021 - 2022

Politeknik APP Jakarta - International Trade
2017 - 2020