



CONTACT ME



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Cikarang, Bekasi

SKILLS

- Microsoft Office
- SAP System Basic
- Teamwork
- Communication Advanced
- Leadership
- English
- Administration Advanced

EDUCATION

Institut Sains dan Teknologi Nasional 2025-2026
Profesi Apoteker

Institut Sains dan Teknologi Nasional 2015 - 2019
SI Farmasi

DWI WUJISARI

ABOUT ME

Staff with 5+ experience. Familiar with the FIFO management system. Understands implementation of GMP production (CPOB, SJH, CPAKB, CPKB). Understands the 5 concept, is organized good leadership skills, has long analytical thinking, is adaptable dan is good person.

EXPERIENCE

PT. Tigadara Berkah Sejahtera Regulator Affairs

Sep 2024 – Feb 2025

- Preparing and managing cosmetic notifications to BPOM (Cosmetics Notification)
- Ensuring product formulas, ingredients, and claims comply with BPOM regulations
- Preparing and archiving DIP (Product Information List) documents.

PT. HM Sampoerna Tbk.

Warehouse Executive Admin

Des 2023- Juli 2024

- Collecting, evaluating data and creating daily and monthly report
- Supporting the warehouse executive team's administration from initial load to reconciliation
- Count and ensure actual stock is in accordance with the stock system in SAP

PT. Tempo Scan Pasifik Tbk. GMP Production Admin

Ags 2021- Sep 2023

- Monitoring CAPA and work procedures
- Preparing, editing, and submitting specific reports to management (GMP training, work procedures, audits)
- Preparing documents for internal and external audits
- Performing other duties related to GMP Production in order to implement CPOB, CPOTB, SJH, and CPAKB requirements

Central Batch Record Admin

- Receive and storage batch record document
- Distribute batch records according to the production plan
- Check the completeness of batch records after production is complete

Weighing Admin

- Responsible for the handover of RM/PM from the warehouse to the production area, both in the gray and black areas.
- Count and ensure actual stock is in accordance with the stock system in SAP.
- Perform other administrative tasks.

PT. Jalur Sutra Mas

Tehnickal Person to Charge- PKRT Nov 2020- Juli 2021

- Responsible for ordering, issuing storing goods
- Responsible for preparing on the report distribution of PKRT
- Storage and archiving document PKRT for audit purpose

Pharmacist Assistant

PT. Century Franchising Utama Mar 2014- Apr 2019

- Providing drug and cosmetic information service
- Performing other administrative duties
- Providing preception and dispensing
- Check the goods arrival invoice and create to purchase order