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📍 Villa Bunda , Kranggan
Cibubur – Jaktim

Education

**Bachelor of
Maritime Academy of
Indonesia**

**Port Logistics & Management
Of Shipping**

Skills

Teamwork

Problem Solving

Responsibility

Loyalty

Language

English

Indonesia

LIEN ARISKA SIHOTANG



Work Experience

2013 – 2015 **PT. Bahtera Sarana Kargo**

Export Documents Handling

- Make Booking Order by system
- Create draft BL & Release Bill of Lading to Shipper
- Create & Online PEB
- Create & Online Certificate of Origin & Sanitary Certificate of Product
- Monitoring vessel schedule

2015 – 2017 **PT. Transuta Lintas Samudera**

Administrative & Shipping Agency

- Submit RKSP, INWARD & OUTWARD MANIFEST in system
- Prepare documents before & after vessel sailing for Bank & Finance
- Sent daily report to Shipper & buyer by Email

2017 – 2018 **PT. Smart Glove Indonesia**

Supervisor Shipping Department

- Create Packing List & Invoice for buyer booking
- Check draft PEB,BL,COO before submit
- Release the all documents as buyer request
- Monitoring Export & payment from buyer
- File all documents

2018 – 2020 **PT. Taruna Cipta Kencana**

Administrative & Shipping Agency

- Submit RKSP, INWARD & OUTWARD MANIFEST in system
- Create & check draft BL until Final & release BL
- Correspondence with Ownership & Buyer
- Prepare all documents for Bank & Finance request

2022 – 2026 **PT. Indo Container Lines**

Staff Procurement

- Handling daily purchasing activities for vessel spareparts,consumables & service
- Request & compare Quotation from suppliers to ensure the best value & Quality
- Coordinate with Technical & Operations teams on material specification
- Follow up delivery schedule from supplier,warehouse, until goods receive by Vessel
- Monitoring PO for daily report
- Check & makesure the AP documents from finance before payment.