



# REGINA DARMAWAN

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JL H BARDAN IV NO 5

A dedicated professional with experience in Production Planning and Inventory Control (PPIC) and Administration. Skilled in production scheduling, inventory management, and administrative tasks. Proficient in ERP systems, Microsoft Office, and data analysis to support operational efficiency. Strong coordination and problem-solving skills to ensure smooth production and supply chain processes. Eager to learn about new things and accept challenges.

## Work Experiences

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| <b>Darya Multikor Indonesia</b><br><i>PPIC Executive</i>                                                                                                                                                                                                                                                                                                                                                                                                                              | Jan 2025 - Present  |
| <ul style="list-style-type: none"><li>• Coordinate with procurement, warehouse, and production teams to ensure raw materials and packaging availability</li><li>• Collaborate with sales and marketing teams to align production plans with demand forecasts.</li><li>• Assisted in daily production planning and scheduling based on material availability and production capacity.</li><li>• Maintained and updated inventory records to ensure real-time stock accuracy.</li></ul> |                     |
| <b>PT POCI KREASI MANDIRI</b><br><i>Administration Staff</i>                                                                                                                                                                                                                                                                                                                                                                                                                          | Sep 2024 - Jan 2025 |
| <ul style="list-style-type: none"><li>• Managed production data and inputted it into SAP systems.</li><li>• Process sales orders, invoices, and purchase requests with high accuracy.</li><li>• Coordinate with finance and logistics departments for seamless order fulfillment. Maintain and update customer databases, ensuring all records are current. Handle customer inquiries and provide after-sales support.</li></ul>                                                      |                     |
| <b>PT SANBE FARMA</b><br><i>Inventory Control</i>                                                                                                                                                                                                                                                                                                                                                                                                                                     | Feb 2024 - Oct 2024 |
| <ul style="list-style-type: none"><li>• Monitor and control stock levels of packaging materials to ensure availability for production.</li><li>• Coordinate with suppliers and procurement teams to optimize stock replenishment.</li><li>• Analyze usage trends and provide reports on inventory movement.</li><li>• Conduct regular stock audits and cycle counts to minimize discrepancies.</li></ul>                                                                              |                     |
| <b>Kompas Gramedia Group of Printing</b><br><i>PPIC</i>                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 2022 - Jan 2024 |
| <ul style="list-style-type: none"><li>• Planning and controlling the production process which includes recommendations for process standards, outputs and work processes (SOP) to support the production process</li><li>• Responsible to make schedule more than 100 books per months from raw materials to product.</li><li>• Oversee the production process, from calculating raw material needs to final delivery.</li></ul>                                                      |                     |
| <b>Babakaran sate dan sambal khas bandung - Bandung, Indonesia</b><br><i>Marketing Internship</i>                                                                                                                                                                                                                                                                                                                                                                                     | Jun 2018 - Aug 2018 |
| <ul style="list-style-type: none"><li>• Responsible for all sales activities in the area</li><li>• Planning about selling product</li><li>• organized social media especially instagram</li><li>• organized and make event for anniversary</li></ul>                                                                                                                                                                                                                                  |                     |

## Education Level

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| <b>Institut Teknologi Nasional - Bandung</b><br><i>Bachelor of Industrial Engineering, 3.34/4.00</i> | Jun 2017 - Aug 2021 |
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## Other Adittional Activities

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| <b>YEPPINESS GO (Online shop) - Bandung, Indonesia</b><br><i>Owner</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Jan 2022 - Present |
| <p>Owning a small business in kpop industry, doing a importing product from korea, and manage until the product safely arrived to Indonesia.</p> <ul style="list-style-type: none"><li>• Making a strategi in digital marketing through social media platform such as twitter and tiktok also ecommerce shopee, until now i 600 followers in 1 year.</li><li>• Making Comunnication with foreign especially Korean and Thailand for dealing a product, in a month almost 20 batch per nation for selling product like photocard and albums.</li></ul> |                    |

- Do data entry and accounting finance for my business
- Do Live Streaming at shopee about 3 times a week.

**PT UPSCALE**

Sep 2024 - Jan 2025

*Host Live Streaming*

- Hosted live streaming sessions for three different brands, ensuring engaging and effective presentations.
- Developed tailored strategies for each brand to maximize audience reach and sales conversion.
- Interacted with viewers in real-time, answering product-related questions and handling customer inquiries.
- Created scripts, product descriptions, and interactive content to enhance live sessions.

**Skills, Achievements & Other Experience**

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- **Soft Skills:** Spoken and Written in Bahasa and English Actively, Public speaking, leadership, excellent communication skill, eager to learn, critical thinking, easy to adapt
- **Hard Skills:** SAP System, Windows 10, Ms Office, Excel, Ppt, SPSS, Autocad, Solidwork, Statfit, Ergofellow.
- **Projects** (2019): Make a webinar about Ergonomics the entitle is "Peran Ergonomi di Masa Pandemi Covid-19" as Master Of Ceremony
- **Projects** (2021): Make a webinar about Industrial the entitle is "Strategy For Being An Entrepreneur and Get A Great Job" as Master Of Ceremony