

Sastro Gunadi Sianturi



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Bachelor of Management with a strong interest in export–import operations and international trade processes. Possesses hands-on internship experience in export–import operations and logistics documentation, including assisting in the preparation and data entry of documents using the CEISA 4.0 customs system to support customs clearance activities. Has a practical understanding of HS Code classification, import–export regulations (Lartas), and shipment documentation requirements. Experienced in maintaining operational databases, reviewing commodity information, and supporting compliance with customs procedures. Detail-oriented and highly organized, with proficiency in Microsoft Excel for shipment data tracking, document verification, and preparing accurate reports in export–import operations.

EDUCATION

BinaKarya Collage of Economics –Tebing Tinggi, North Sumatera
Bachelor of Management (GPA:3.45/4.00)
Thesis:The Effect of Workload and Stress Levels on Teacher Performance at SMP N 1 Sei Rampah

Sept 2021– Jul 2025

EXPERIENCE

PT BSA Logistics Indonesia Tbk (Intern) – Cakung, East Jakarta
Export-Import

Nov 2025 – Present

- Developed practical understanding of end-to-end export and import operational workflows within logistics and customs clearance processes.
- Prepare and verify CEISA shipping manifests to ensure compliance with customs regulations.
- Conducted HS Code classification and verification to ensure accuracy of customs documentation and compliance with customs regulations.
- Reviewed commodity specifications and prepared documentation related to Lartas (Import–Export Restrictions) to ensure regulatory compliance.
- Monitored completeness and accuracy of shipment documentation prior to customs submission, minimizing documentation errors and delays.
- Supported coordination between internal teams and customs requirements to ensure smooth execution of export-import operations.

PDAM Tirta Bulian (Intern) – Tebing Tinggi, North Sumatera
Operational & Customer Service

Aug 2024 – Nov 2024

- Conducting field visits to around (±120) customer homes per day to accurately check and record meter data, as well as ensure the suitability of usage data with actual conditions in the field.
- Compile a daily report containing details of the houses that have been visited, the results of meter readings, and records of conditions or obstacles found during the visit process.
- Analyze findings in the field and handle customer complaints by identifying potential problems related to meters or usage, and providing recommendations for improvements to related parties to improve service quality.
- Collaborate with internal teams to ensure that data collection and service processes run more efficiently, accurately, and on time, to support overall customer satisfaction improvements.
- Collect and update customer contact information to support database accuracy.
- Enter and manage customer complaint data (e.g., water supply disruptions, dirty water, faulty meters) into the system with high accuracy.
- Helps monitor and record customers with overdue payments,supports billing and collection processes.
- Support improved administrative workflows by ensuring proper documentation and organized data management.

Shoope Distribution Center (Freelancer) –Tebing Tinggi, North Sumatera
Warehouse Operator

Sep 2022– Oct 2023

- Support the overall operation of the warehouse by handling the receipt of goods, checking the condition and quantity of goods, and arranging products according to established standard operating procedures.
- Run inbound and outbound efficientlyto ensure smooth and timely distribution of goods.
- Classify items based on shipping destination, service type, and tracking category to minimize shipping errors.
- Preparing goods for shipment through accurate picking, sorting, and packing processes while ensuring safety and compliance with procedures.
- Coordinate with team members to maintain operational efficiency and support daily performance targets.
- Maintain warehouse organization and ensure proper storage systems to facilitate easy picking and distribution of goods.

RESEARCH & PROJECTS

Final Research Project
The Effect of Workload and Stress Level on Teacher Performance at SMP N 1 Sei Rampah
A quantitative study involving 34 respondents was conducted using total sampling to analyze the impact of workload and stress levels on teacher performance. Data is processed and analyzed using SPSS, including multiple linear regression, t-test, and F-test to ensure statistical validity. The results showed that workload and stress levels had no significant effect on teacher performance, suggesting that other factors such as motivation and work environment played a more influential role. Throughout the research, the accuracy and reliability of the data are ensured through systematic analysis and validation.

Academic Projects

Project Team Coordinator – SME Business Strategy Analysis

- Lead business strategy analysis for SME in Tebing Tinggi
- Identify operational and marketing issues through observation and interviews
- The proposed efficiency and digital marketing strategy, contributed to an increase in sales by asmuch as 20%
- Delivering recommendations to stakeholders

CERTIFICATES & TRAINING

Design Thinking– GNIK& Kementerian Ketenagakerjaan RI (Score: 100)

Governance & Administration Seminar – Universitas Brawijaya

Emotion Intelligence – GNIK& Kementerian Ketenagakerjaan RI (Score:95)

ADDITIONAL INFORMATION

Hard Skills

- Export-Import Documentation (Invoice, Packing List, B/L)
- Data Processing
- Document Management
- Document Processing
- Shipment Process & Coordination Support
- Administrative& Operational Support in Logistics

Software Capabilities

Microsoft Office (Excel, Word, PPT)
Google Workspace (Docs, Sheets)
CEISA 4.0 System

Soft Skills

- Accuracy/Strong Detail Oriented
- Teamwork
- Good Communication
- Problem Solving
- Adaptability
- Time management

Language Skills

English (Intermediate)

