



ARIMBI PUSPITADEWI PUTRI MAHARANI SUJONO

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Analytical and detail-oriented professional with experience in logistics, supply chain, data analysis, and port operations. Skilled in operational reporting, cargo flow monitoring, logistics coordination, and data processing to support efficient operational and decision-making processes. Proficient in Microsoft Office 365, Google Workspace, and Power BI for data analysis, reporting, visualization, and operational evaluation. Possess strong analytical thinking, problem-solving, communication, and coordination skills with the ability to adapt quickly in dynamic environments. Experienced in supporting operational efficiency and performance in logistics and maritime industries.

WORK EXPERIENCE

PT. Pelabuhan Indonesia (Persero) Regional III – Surabaya, Indonesia
Operation Division – Data Analyst ([Recommendation Letter](#))

(June 2025–March 2026)

- Oversaw end-to-end port operational activities, covering stevedoring, cargodoring, receiving, cargo handling, and storage while ensuring compliance with safety regulations and operational efficiency.
- **Coordinated closely with vessel crews to align operational plans, scheduling, and technical requirements** to ensure smooth and efficient port operations.
- **Maintained comprehensive and accurate records of shipping activities to ensure data integrity and operational transparency**
- Collected port operation data from multiple trusted sources, **enabling accurate comparative analysis, identification of trends, performance evaluations and data driven operational strategies** to improve operational performance and key metrics.
- **Provided in-depth analytical insights** on equipment usage, cargo throughput, and performance metrics to strengthen **data-driven operation planning and resource optimization** using advanced Microsoft Excel features such as Pivot Tables, Data Visualization, and analytical charts.
- Prepared comprehensive monthly branch performance presentations and reports to monitor operational efficiency, branch performance, and key issues across all subsidiaries under the supervision of PT Pelindo Regional 3.
- Designed and developed dashboard using Microsoft Office tools (Excel and Power BI) to manage operational data and provide real-time visibility into productivity, utilization, and overall port performance.
- **Handled professional correspondences with internal and external stakeholders (local and international clients), and conducted initial screening before escalation or further action.**

PT. Pelabuhan Indonesia (Persero) Sub Regional Bali Nusra – Bali, Indonesia
Operational Staff Intern ([Certificate](#))

(March 2024–April 2024)

- Provided administrative support by compiling vessel operation & port operation documentation, ensuring accuracy and proper record maintenance.
- Conducted port performance analysis through Berth Occupancy Ratio (BOR) calculations and Identified ship berthing cost using Microsoft Excel to determine berth usage efficiency.
- **Managed data entry of vessel and cargo movements accurately and on time by cross referencing between shipping line website and port database, ensuring correct data input and description** using inaportnet system.
- **Supported the alignment between customer requirements and vendor or carrier capabilities** through effective coordination, communication, and detailed understanding of operational constraints.
- Collected, mapped, and analyzed operational data, including shipment volumes, transit timelines, and service coverage to provide insights into national service requirements and new business opportunities.
- Conduct regular stock opname for office supplies, equipment, and assets to ensure data accuracy, availability, and effective inventory control.

PT. Semen Indonesia Logistics – Gresik, Indonesia
Freight Forwarding Intern

(July 2023–August 2023)

- **Provided clear and accurate information regarding company's services, products, and company policies.**
- **Coordinated with the shipping lines regarding ship and container availability** to ensure smooth and timely cargo delivery.
- **Responded to customer inquiries via email, phone, and other communication channels regarding shipment status, documentation, and service procedures in a timely and professional manner.**
- **Responsible for maintaining service readiness and supporting operational optimization, and managed shipment workflows, documentation, and vessel operations to ensure smooth end-to-end logistics.**
- **Processed and managed cargo movement related documents such as inbound outbound documentation, delivery order (DO), Packing List, and vessel operations documents (SPAL (Sea Transportation Agreement Letters), B/L (Bill of Lading), NOA, NOR), export import declaration and other documents) to support seamless and effective delivery operations.**

- **Monitor the status of shipments and customs of the cargo periodically, ensuring smooth operations by regular monitoring and timely report to relevant parties.**
- **Liaised effectively with internal departments and external vendors (3PL)** regarding operational schedules and ship availability to support daily operational needs and maintain smooth delivery flow.
- Conduct analysis related to freight cost, fleet assignment, and distribution route planning to identify service pricing and distribution efficiency.
- Provided in-depth analysis for vessel (liner or tramp) procurements and allocation based on cargo characteristics, route efficiency (distance, sea time, loading unloading time, ship cycle time), Freight Cost (Operating cost, Fuel Cost, Capital Cost, Port Cost), and market availability to ensure reliable and cost-effective shipment operations.
- **Identified and resolved diverse shipment issues, including documentation discrepancies, shipment delays, and cargo handling concerns through effective coordination and timely escalation to management.**
- Managed end-to-end documentation and reporting of shipment activities in compliance with operational standards
- **Managed cargo shipment documents and coordinated the submission of cargo supporting documents** to the port to ensure smooth and compliant cargo operations.

ORGANIZATIONAL EXPERIENCE

Seatrans Festival (Transfest) – Surabaya, Indonesia
General Affair Staff

(April 2021–November 2021)

- Assisted in handling administrative task for business trips, such as preparing expense reports and ensuring all supporting documents comply with company policies.
- Utilized Microsoft Office (Excel & Word) to manage data, track procurement documents, and support reporting activities.

Himpunan Mahasiswa Teknik Transportasi Laut – Surabaya, Indonesia

(July 2021–October 2021)

Head of Secretariat Division – OKKBK (Orientasi Keprofesian dan Kompetensi Berbasis Kurikulum)

- Led and coordinated a team of 5 secretariat staff to ensure smooth administrative operations.
- Compiled 100+ official documents consisting of invitation letters, Term of Reference (TOR), funding proposal letters, and room reservation request letters using Microsoft Word, enhancing administrative efficiency.
- Planned, organized and carried out administrative workflows of detailed timelines, resulting operational efficiency by 90%.
- Coordinated the scheduling of organization meeting and cross-functional team discussions, enhancing agenda alignment and smooth coordination.

EDUCATION

Institut Teknologi Sepuluh Nopember - Indonesia

(2020–2025)

[Bachelor Degree in Marine Transportation Engineering, GPA 3.52/4.00](#)

- **Fields of Expertise:** Maritime Logistics, Fleet Optimization, Marine Transportation Operation, Supply Chain, Data Analysis
- **Title of Thesis:** Cement Distribution Analysis Using Maritime Inventory Routing Problem: A Study Case of Eastern Indonesia ([Project](#)).
- **Achievement** (2025): Awardee of Best Undergraduate Thesis of Marine Transportation Engineering

CERTIFICATION AND TRAINING

- **Certification** (2025): Certified Supply Chain Management Professional, Esas Management ([Certificate](#))
- **Certification** (2021): ITS English Test Certification (EFL), Score: 567 ([Certificate](#))
- **Training** (2025): Bootcamp Microsoft Excel for Data Analyst by Edspert ([Certificate](#))
- **Training** (2025): Bootcamp Business Development by Talnesia ([Certificate](#))

SKILL

Hard Skills:

- **Administration** (Google Workspace and Microsoft Office 365 (Excel, Word, Power Point, Power BI)
- **Data Analysis** (Data entry, Data Cleaning and formatting, Data Visualization, Dashboard Making)
- **Graphic Design** (Canva, Figma, Photoshop, Autocad (Basic)

Soft Skills: Problem Solving, Hard Work, Adaptive, Teamwork, Leadership, Good Communication, Time Management.

LANGUAGE PROFICIENCY

Indonesia – Native or bilingual proficiency | English – Advanced | Korean – Beginner level



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
INSTITUT TEKNOLOGI SEPULUH NOPEMBER

Terakreditasi Unggul oleh BAN-PT, SK No. 885/SK/BAN-PT/Ak.Ppj/PT/XI/2023

memberikan

IJAZAH

kepada:

Arimbi Puspitadewi Putri Maharani Sujono

Nomor Pokok Mahasiswa : 5021201002

Nomor Induk Kependudukan : 3523166005020001

Lahir di Tuban, tanggal 20 Mei 2002

pada tanggal 7 Februari 2025 telah menyelesaikan Pendidikan Sarjana (S1)

Program Studi Teknik Transportasi Laut

(Terakreditasi Unggul oleh LAM TEKNIK, SK No. 0689/SK/LAM Teknik/AS/XII/2024)

berhak menyandang gelar

SARJANA TEKNIK (S.T.)

Diterbitkan di Surabaya pada tanggal 19 Februari 2025

DEKAN
Fakultas Teknologi Kelautan

Dr. Ing. Ir. Setyo Nugroho
NIP 19651020 199601 1 001



REKTOR



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