

**Hiring Manager**

**PT. Mersifarma Tirmaku Mercusana**

Sukabumi, Indonesia

**Subject: Application for Production Supervisor**

Dear Hiring Manager,

I am writing to express my interest in the Production Supervisor position at PT. Mersifarma Tirmaku Mercusana. I am a fresh graduate pharmacist from Universitas Airlangga with professional training experience in the pharmaceutical industry through my Professional Pharmacist Practice (PKPA). With exposure to pharmaceutical manufacturing, quality, and compliance activities, I am highly interested in developing my career in pharmaceutical production and contributing to the achievement of production targets while maintaining product quality and compliance with GMP/CPOB requirements.

During my PKPA at PT. Hexpharm Jaya Laboratories, I gained hands-on exposure to pharmaceutical manufacturing and quality-related activities. My experience included raw material sampling, Material Quality Review (MQR), Quality Risk Management (QRM), Certificate of Analysis (CoA) review, and process validation data analysis. I prepared 15+ QRM documents using Failure Mode and Effects Analysis (FMEA), including risk identification, root cause analysis, evaluation of current controls, and Risk Priority Number (RPN) assessment. I also prepared MQR reports and analyzed quality trends using Minitab through Control Charts and Capability Sixpack for assay, impurities, and Loss on Drying (LOD) parameters. These experiences strengthened my analytical thinking, problem-solving abilities, and understanding of process performance and risk-based decision-making in a pharmaceutical manufacturing environment.

In addition, my PKPA experience at PT. Rajawali Nusindo provided exposure to pharmaceutical quality and compliance activities, including cold chain shipment validation, warehouse temperature mapping, Good Documentation Practice (GDocP), CAPA documentation, and non-conformance handling. These experiences strengthened my understanding of the importance of following established procedures, maintaining accurate documentation, ensuring traceability, and supporting compliance within a regulated pharmaceutical environment.

I am familiar with GMP/CPOB, GDocP, ALCOA+, Data Integrity, QRM, FMEA, risk assessment, process validation, and pharmaceutical quality principles. I believe this knowledge provides a strong foundation for supporting production activities, monitoring process performance, identifying potential issues, and contributing to effective problem solving while maintaining product quality and patient safety.

Although I am at the beginning of my professional career and have not yet held a formal supervisory position, I am eager to develop my leadership, coordination, and production management capabilities. My experience as Secretary of the Chess Student Activity Unit at Universitas Airlangga strengthened my communication, coordination, organizational, and responsibility skills. I also developed a shared Google Docs tracking system to organize correspondence and monitor document progress, enabling team members to access updated information efficiently. These experiences have strengthened my ability to work systematically, coordinate with others, and take responsibility for assigned tasks.

I am willing to work in shifts and relocate to Cikembar, Sukabumi. I would be grateful for the opportunity to contribute my pharmaceutical knowledge, GMP/CPOB understanding, analytical skills, and strong willingness to learn to the Production team at PT. Mersifarma Tirmaku Mercusana.

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications further and demonstrate how I could contribute to your production team.

Best regards,

Lena Saputri | +6285606087139 | lenasaputriiii@gmail.com | [www.linkedin.com/in/lena-saputri-70](https://www.linkedin.com/in/lena-saputri-70)



# Lena Saputri

+62 856 0608 7139 | [lenasaputriiii@gmail.com](mailto:lenasaputriiii@gmail.com) | [www.linkedin.com/in/lena-saputri-70](https://www.linkedin.com/in/lena-saputri-70) |

Surabaya, East Java (60113)

Fresh Graduate Pharmacist from Universitas Airlangga with professional pharmaceutical industry exposure in Quality Control and pharmaceutical distribution. Familiar with GMP/CPOB, pharmaceutical manufacturing processes, process validation, production-related quality evaluation, deviation and CAPA processes, and risk assessment. Experienced in analyzing process validation data using Minitab, evaluating process capability (Cp/Cpk), preparing SOPs, conducting raw material sampling, and supporting MQR/PQR and QRM activities. Demonstrates strong analytical thinking, attention to detail, discipline, and cross-functional communication, with a strong interest in developing a career in pharmaceutical production and production supervision.

## EDUCATION

### Apothecary

Universitas Airlangga, Surabaya, Indonesia

GPA: 3.78/4.00

Aug 2025 – Sep 2026

### Bachelor of Pharmacy

Universitas Airlangga, Surabaya, Indonesia

GPA: 3.44/4.00

Aug 2021 – Aug 2025

## WORK EXPERIENCES

### Internship (PKPA) – Quality Control RMPM, PT. Hexpharm Jaya Laboratories

Mar 2026 – Apr 2026

*On Site, Cikarang, Indonesia*

- Participated in raw material sampling activities, including document preparation, verification of sampling quantities, and sampling execution in accordance with established SOPs and GMP requirements.
- Prepared 15+ Quality Risk Management (QRM) documents using Failure Mode and Effects Analysis (FMEA), including risk identification, root cause analysis, evaluation of current controls, Risk Priority Number (RPN) assessment, and evaluation of required risk control actions.
- Prepared Material Quality Review (MQR) reports and analyzed quality trends using Minitab through Control Charts and Capability Sixpack for assay, impurities, and Loss on Drying (LOD) parameters to evaluate process consistency and capability.
- Reviewed 20+ Certificates of Analysis (CoAs) to support material quality evaluation, risk assessment, and manufacturing-related quality review activities.
- Prepared an SOP for a newly introduced analytical instrument based on the manufacturer's instructions, including operating procedures, safety precautions, and proper equipment handling.

### Internship (PKPA) – PT. Rajawali Nusindo Surabaya

14 Sept – 27 Sept 2025

*On Site, Surabaya, Indonesia*

- Performed Cold Chain Product (CCP) shipment validation to ensure temperature compliance, product integrity, and adherence to GDP/CDOB requirements.
- Conducted warehouse temperature mapping studies to verify storage condition compliance and generate documented evidence for internal audits and regulatory inspections.
- Delivered Good Distribution Practice (GDP/CDOB) training sessions to improve quality awareness and regulatory compliance among company staff.

- Applied Good Documentation Practice (GDocP) principles in invoice archiving and documentation control to maintain data integrity and traceability.
- Assisted in handling customer complaints, non-conformances, and CAPA documentation processes.
- Developed and maintained supplier databases to support vendor qualification and periodic requalification activities.

## **ORGANISATIONAL / COMMITTEE EXPERIENCES**

**Executive Board - Chess Student Activity Unit, Universitas Airlangga**

**2022 – 2023**

**Secretary**

*Onsite, Surabaya, Indonesia*

- Coordinated with team members to collect, verify, and consolidate information for the preparation of 50+ activity accountability reports.
- Developed and maintained a shared Google Docs tracking system to organize incoming and outgoing correspondence, monitor document progress, and provide team members with centralized access to updated information.
- Managed organizational documentation and records systematically, ensuring accuracy, completeness, and timely reporting.
- Coordinated the preparation of event proposals and supported the planning and execution of organizational activities.

**Member - Chess Student Activity Unit, Universitas Airlangga**

**2021 – 2022**

**Staff – Human Resources Development Division**

*Onsite, Surabaya, Indonesia*

- Supported the planning and implementation of member development programs and activities.
- Coordinated with members to support their participation in organizational activities.

## **SKILL SETS**

**Technical skills** : GMP/CPOB & Pharmaceutical manufacturing | Pharmaceutical Quality Evaluation | Material Quality Review (MQR) | Product Quality Review (PQR) | Quality Risk Management (QRM) | Risk Assessment & FMEA | Process Validation | Process Capability (Cp/Cpk) | Quality Trend Analysis | CoA Review | Quality Documentation | Good Documentation Practice (GDocP) | ALCOA+ | Data Integrity | Documentation Control | SOP Preparation.

**Soft skills** : Analytical Thinking | Problem Solving | Communication | Teamwork & Coordination | Adaptability | Time Management | Attention to Detail | Discipline | Responsibility.

**Software skills** : Canva | Google Docs | Google Sheets | Microsoft Office (Excel, PowerPoint, Word) | Minitab.