

CINDY FENORA

EXPORTING IMPORTING STAFF/

 noramediao8@gmail.com

 6281290274296



SUMMARY

I am dedicated professional with a Bachelor's Degree from Suryadarma University, earned between 2017 and 2021, achieving an impressive GPA of 3.44. I possesses a strong work ethic and is well-versed in export-import operations. I have valuable skills in various areas, database management, freight forwarding, and compliance. I am multifaceted skill set and academic background make me a competent and versatile candidate in the field of logistics and international trade.

EDUCATION

Suryadarma University

Bachelor's Degree in Industrial Engineering
2017-2021

ANALISIS SISTEM DAN PROSEDUR IMPOR PRODUK
ELEKTRONIK LIFE GOOD
(LG) INCOTERM CIP DENGAN MENGGUNAKAN
PENDEKATAN DMAIC PADA
PT. PANTOS LOGISTIK INDONESIA CIBITUNG JAWA
BARAT

SKILLS

- **Import Documentation:** Proficient in handling and verifying essential import documents such as MBL, HBL, CIPL, CO, and E-COO.
- **Data Entry:** Accurate and efficient data entry skills for maintaining records and processing import-related information.
- **Shipment Monitoring:** Experience in tracking and monitoring shipment arrivals, ensuring timely updates and follow-ups.
- **Communication:** Effective communication skills to coordinate with agents, consignees, and internal teams for smooth import operations. Logistics Software: Familiarity with using logistics and import-related software for tasks such as role confirmation and data input.
- **Problem Solving:** Ability to handle complex situations, address issues in import shipments, and find practical solutions.
- **Compliance Knowledge:** Understanding of import regulations, compliance standards, and adherence to legal requirements in the import process.

PROFESSIONAL EXPERIENCE

PT. LX Pantos Indonesia

Import Operations Staff

January 2020 – May 2025

Responsibilities:

- Performed data entry tasks related to import operations.
- Reviewed and verified import documentation including MBL, HBL, CIPL, CO, and E-COO.
- Verified Draft Manifest for FCL and LCL shipments.
- Followed up on new shipments with agents and consignees.
- Monitored and tracked shipment arrival schedules.
- Coordinated with agents for the timely submission of original documents.
- Requested Delivery Orders (DO) from shipping liners.
- Generated and submitted daily operational reports.
- Accurately input and updated shipment data in the system.
- Confirmed operational roles within the import process.
- Closed arrival data in the internal system.
- Managed mixed shipment handling.
- Processed Inward Manifest modules in the system.
- Investigated and resolved issues related to import shipments.
- Processed payments for Delivery Orders, container damage, and repair charges.

Supply Chain Staff (Full-Time)

PT. LUCKY MOM INDONESIA | Juni 2025 – Present

- Perform data entry tasks related to import operations.
- Scrutinize import document details, including MBL, HBL, CIPL, CO, and E-COO.
- Verify Draft Manifest for Shipment FCL/ LCL. Follow up on new shipments with agents Monitor and track arrival dates of shipments.
- Coordinate with agents for the timely submission of original documents.
- Coordinate update shipment with agent & forwarder
- Request / submission PI
- Generate and submit daily reportshipment
- Monitor & check draft PIB
- Make payments for PIB Charge
- Coordinate schedule inbound with forwarder & warehouse team
- Coordinate planning forecast import with sales team
- Create Surat Kuasa Kepabeanan