

Resume

Personal details

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Profile

I am Sabina Oktaffiani, currently studying at Binus University majoring in Business Management. Previously, I studied at APP Polytechnic Jakarta with a major in International Trade in ASEAN and China. Possess 2 years of experience in Export and Import Logistics, with a deep understanding of cooperation, diplomacy, and business relations in the region. Knowledgeable in export and import regulations, bilateral and multilateral trade agreements.

Education

Feb 2025 - Present	Bachelor Universitas Bina Nusantara, Jakarta GPA: 3.80/4.00
Jul 2021 - Jun 2024	Diploma Politeknik APP, Jakarta GPA: 3.60/4.00

Employment

Mar 2025 - Present	Operational Senior Staff Export Air Freight PT Kurhanz Trans, Jakarta, Indonesia - Coordinated with airlines and customs officials to ensure timely processing and clearance of export shipments. - Monitored compliance with international air freight export regulations and company policies to avoid shipment delays and penalties. - Resolved operational issues related to export documentation and cargo handling to maintain smooth logistics flow. - Managed and updated export tracking systems to provide real-time shipment status to stakeholders. - Developed and maintained detailed export documentation including PEB, MAWB, HAWB, Manifest, Quarantine, and COO records to ensure accurate and compliant shipment processing. - Utilized Ceisa and SSM web platforms to efficiently generate and submit export and quarantine documents, enhancing the speed and accuracy of
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export operations.

- Collaborated with airlines to submit final export documents, ensuring all regulatory requirements were met to facilitate on-time cargo departures.

Jun 2024 - Jun 2025

Customer Service Export

PT Kurhanz Trans, Jakarta, Indonesia

- Coordinated and facilitated communication between shippers, agents, shipping lines, and airlines to ensure seamless export operations.
- Managed booking of cargo space on shipping lines and airlines, optimizing capacity utilization and scheduling.
- Strengthened communication skills through regular interactions with others.
- Monitored export procedures to comply with international shipping regulations and company policies.
- Proved successful working within tight deadlines and a fast-paced environment.

Nov 2023 - Jun 2024

Staff Sea Freight Export

PT Samudera Lautan Abadi, Jakarta, Indonesia

- Communicate effectively with agents, shippers, and shipping lines to coordinate sea freight export operations.
- Coordinate with shipping lines and port authorities to ensure timely departure and arrival of sea freight shipments.
- Manage and maintain accurate sea freight export documentation including Bill of Lading, Export Declarations, and Customs Clearance documents.
- Monitor compliance with international sea freight export regulations and company policies to prevent shipment delays and fines.
- Negotiate shipping rates and coordinate booking schedules with shipping lines to optimize costs and meet customer deadlines.
- Use freight management and tracking systems to monitor shipment status and provide updates to stakeholders.
- Prepare and issue tax and commercial invoices ensuring correct cost allocation according to shipping line agreements.

Sep 2023 - Feb 2024

Assistant Lecturer

Politeknik APP Jakarta, Jakarta, Indonesia

- Assist in delivering lectures and managing coursework for large classes using the Moonsim simulation tool.
- Design and develop lesson plans and teaching materials related to production flow, sales, and trade negotiations.
- Provide individual and group tutoring to enhance students' understanding of trade and business processes.
- Assess and grade students' assignments and provide constructive feedback to improve their skills.
- Organize and facilitate classroom discussions and simulations to engage students in practical learning experiences.
- Supervised and graded student projects and presentations to foster practical understanding of export operations and logistics.

Organisational Experience

Mar 2023 - Mar 2024

Head of Regional Economic Empowerment

Central Leadership Council of the Indonesian Entrepreneurial Student Association Jakarta region

- This organisation is run by Indonesian Entrepreneurial Students, especially students in DKI Jakarta.

- This organisation aims to develop or help entrepreneurs owned by students and UMKM in Jakarta.
- Formulation of technical policies for empowering regional economic institutions.
- Implementation of technical guidance on empowering regional economic institutions, community economic enterprises, promotion and marketing of regional village economic enterprises.
- Implementation of technical coordination of empowerment of regional economic institutions, community economic enterprises, promotion and marketing of regional economic enterprises.
- Implementation of monitoring, evaluation and reporting of technical empowerment.

Mar 2023 - Mar 2024

Head Public Relations

Pasundan Student Communication Study Forum

- Contacting alumni.
- Creating an Instagram feed.
- Creating content to upload to Instagram.

Apr 2023

Staff Treasurer

Student Executive Board - Jakarta, Indonesia

- Manage all financial aspects of the organisation, including receipts, expenditures, and accurate recording of financial transactions.
- Develop an annual or period-specific budget.
- Manage funding applications by providing budget details.
- Creating long-term financial plans for the organisation.

Projects

ImportExport Webinar

Regional Economic Empowerment DKI Jakarta UMKM and Students Business Workshop

Regional Economic Empowerment DKI Jakarta UMKM Festival Rakyat

Regional Economic Empowerment DKI Jakarta UMKM Business Incubation

Regional Economic Empowerment Students Webinars

Training and Certificates

Import Export webinar certificate

Business plan competition certificate

Career management certificate

Certificate of achievement for introducing export coffee

Certificate of achievement developing training to meet labour market needs

International trade training certificate

Skills

Microsoft Office (Word, Excel, PowerPoint)

Leadership

Analysis

Good Communication

Public Speaking

Team Work

Complex Problem Solving