



MARSALENO DWI PUTRA
Administration, Logistics & Distribution

SUMMARY

Graduated in Transportation Management and Maritime Logistics from State University of Jakarta with experience in export-import and administrative operations within logistics and pharmaceutical companies, including document handling, shipment coordination, operational administration, reporting, and supply chain support. Possess strong organizational and communication skills, able to adapt quickly, work under pressure, and contribute effectively in logistics, transportation, supply chain, export-import, and administration fields.

PROFILE

Name : Marsaleno Dwi Putra
Gender : Male
Weight : 67 kg
Height : 173 kg
Marital Status : Single

CONTACT

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HOBBIES



CURRICULUM VITAE



Internship & Work Experience

- Feb 2023 - May 2026
- PT. Namsung Shipping
- Work Experience - Distribution & Import Staff
- Send notice arrival to customer
 - Create delivery order and invoice
 - Shipment documentation and data verification
 - Handle customer service and input manifest
- Apr 2021 - Jun 2022
- PT. Innolab Sains Internasional (Kalbe Group)
- Work Experience - Logistics Process staff
- Receive and process laboratory samples
 - Input patient data and prepare inspection reports
 - Handle document checking and verification
 - Data verification & distribution to couriers
 - Create Invoice to customer
- Jan 2020 - Feb 2021
- PT. Inti Anugerah Persada
- Work Experience - Administration Logistics
- Check purchase orders and delivery order documents
 - Data entry and daily delivery report
 - shipping cost and monitoring realization report
- Mar 2019 - Agst 2019
- PT. Pelabuhan Indonesia III
- Internship - Operational
- Monitoring logistic
 - Administration Terminal
 - Create service cost report



Organization Experience

- 2017 - 2018
- Badan Eksekutif Mahasiswa Transportasi
- Staff Departmen Pendidikan Riset & Teknologi
- 2018 - 2019
- Badan Eksekutif Mahasiswa Manajemen Pelabuhan
- Staff Departmen Research & Academic



Certificates

- PMMB BUMN - Forum Human Capital Indonesia
- Stadium Generale IPC Car Terminal
- Soft skill Fakultas Teknik Universitas Negeri Jakarta
- Keselamatan dan Kesehatan Kerja (K3) Basic Factory
- Sistem Manajemen Mutu ISO 9001:2015



Skills

- Logistics and Distribution Operations
- Warehouse Management
- Export Import Documentation
- Supply Chain Administration
- Transportation Management
- Microsoft Office



Education

- Manajemen Transportasi dan Logistik Maritim
- State University of Jakarta