



# Vikki Wulandari Setiawan

Kp. Gempol, Cakung, Jakarta Timur 13910  
Mobile Phone: 085880006144 // 085893088815  
Email: ganeshavikki@gmail.com  
LinkedIn: vikki wulandari

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## Profile

I graduated in Informatics Management at AMIK BSI Jakarta in 2016. Have experience as Supply Chain. I'm a person who likes quality and optimization and interested in production planning, inventory control management, purchasing, procurement of goods, and monitoring in the industrial sector. In addition, I have an interest in a career as administrative staff and proficient in using Microsoft Office Tools and SAP System. I'm very motivated to continue developing my skills and growing professionally.

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## WORK EXPERIANCE

### PT Pertamina Petrochemical Trading

November 2024 – Present

*Supply Chain Support / Jakarta, Indonesia*

- Checking shipping documents for the import clearance process
- Make a SK (Power of Attorney) for submitting Pabeian notifications to Customs (bea cukai)
- Manage delivery of import documents
- Monitoring shipping status
- Recap DO (Delivery Order)
- Monitoring the delivery of incoming imported raw materials to the warehouse
- Manage inventory control and ensuring optimal stock levels for raw materials
- Coordinate with the warehouse and sales teams to ensure smooth supply distributions of goods
- Reconcile stock data periodically
- Carrying out stock opname

### PT Sayap Mas Utama

October 2021 – October 2023

*Export Administrator / Jakarta, Indonesia*

- Submitting Final Shipping Instructions (SI) and VGM
- Manage export documentation such as Packing List, Invoice, SI, B/L, COO, PEB, Insurance
- Coordinate with forwarders and shipping lines for custom clearance and shipment
- Monitoring shipping status
- Submit documents to Finance for payment processing
- Ensure compliance with international trade regulations and company policies
- Ensure accuracy and completeness of shipping and customs documents
- Negotiation and communication with customers to arrange export delivery schedule
- Prepare periodic export reports and update shipment tracking data

### PT Keihin Indonesia

September 2018 – September 2020

*QA Staff / Cikarang, Jawa Barat*

- Controlling check sheets
- Carry out material arrival inspections (IOC)
- Carry out production process inspections / patrols (IPQC)
- Carry out pre-delivery inspection (OQC)
- Checking part sampling to improve processes and work results
- Evaluate internal claims
- Summarize internal 5S patrol findings

**PT Nipsea Paint & Chemicals****February 2016 – February 2017***Sales Administrator / Jakarta, Indonesia*

- Input customer orders from sales with SAP System
- Create PO, DO, Invoice
- Create FreeGift
- Control the quantity of goods
- Control stock of goods
- Create a purchase report
- Coordinate with warehouse teams to plan delivery
- Communicate with customers regarding delivery of goods
- Support sales activities in administration

**PT Yamaha Indonesia Motor Manufacturing****July 2011 – July 2013***Quality Control / Jakarta, Indonesia*

- Check parts according to the SOP
- Determine the quality of a good part from the results production process
- Monitoring production process
- Verify good parts quality
- Create a report on checking results to be given to Leader

**EDUCATION**

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**Akademi Manajemen Informatika & Komputer BSI Jakarta****2013 – 2016***Diploma, Informatics Management*

- GPA 3.18 / 4.00

**SMK Dinamika Pembangunan 2 Jakarta****2007 - 2010***Office Administration***ORGANIZATION**

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**OSIS (Intra School Organization)****2007 - 2009***Secretary*

- Preparing for meetings
- Manage administration and secretariat
- Create proposals for internal and external event activities

**CERTIFICATION**

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Production Planning &amp; Inventory Control Certified, Prodemy, 2025

Pivot Table Certified, MySkill, 2023

**SKILLS**

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**Soft Skill**

- Communication
- Teamwork
- Adaptive
- Analytical Thinking
- Time Management
- Problem Solving

**Hard Skills**

- Ms. Office (Word, Excel, Power Point)
- Ms. Excel (Vlookup, Hlookup, IF, Count, Pivot Table)
- SAP System



# Akademi Manajemen Informatika & Komputer BINA SARANA INFORMATIKA

## AMIK BSI JAKARTA

SK Mendikbud No. 080/D/O/1995 Tanggal 3 Oktober 1995

Terakreditasi Peringkat B Berdasarkan Keputusan

Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT)

No. 394/SK/BAN-PT/Akred/Dpl-III/X/2014 Tanggal 11 Oktober 2014



Dengan ini menyatakan bahwa :

*This is to certify that*

**amikbsi 0145925**

**VIKKI WULANDARI SETIAWAN / 12136233**

Lahir di Jakarta tanggal 20 Maret 1992

*Born in Jakarta on March 20, 1992*

Tahun Masuk 2013

*Registration Year 2013*

telah menyelesaikan dengan baik dan memenuhi segala syarat

*has successfully completed and fulfilled all requirements of*

Program Pendidikan Diploma Tiga

*Three-Year-Diploma Program in*

**MANAJEMEN INFORMATIKA**

*Informatics Management*

Peminatan Pemrograman Web

*Concentration Web Programming*

Tanggal Yudisium 19 September 2016

*Yudisium Date September 19, 2016*

Ijazah ini diserahkan berdasarkan Keputusan Direktur AMIK BSI, Nomor 0330/1.02/AMIK-BSI/IX/2016

tanggal 19 September 2016

*This certificate is entitled in reference to the Decree of the Director of AMIK BSI, number 0330/1.02/AMIK-BSI/IX/2016*

*dated September 19, 2016*

Dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan

*And, he/she is entitled to all the rights and privileges pertaining there*

Ijazah yang dimilikinya, serta berhak memakai sebutan profesional Ahli Madya (A.Md)

*he/she is certified and hence has a privilege of using a professional degree "Ahli Madya (AMd)"*

Jakarta, 26 September 2016

*Jakarta, September 26, 2016*

Direktur

*Director*

**Ir. Naba Aji Notoseputro, M.Kom**

Ketua Program Studi Manajemen Informatika

*Head Of Informatics Management Study Program*



**Lita Sari Marita, M.Kom**



# AMIK BSI Jakarta

Kampus A : Jl. RS. Fatmawati No.24, Pondok Labu, Jakarta Selatan, Telp.(021) 7500282  
Fax.(021) 7513790, e-mail : amik.jakarta@bsi.ac.id

SK Mendikbud No. 080/D/O/1995 Tanggal 3 Oktober 1995

Terakreditasi Peringkat B Berdasarkan Keputusan Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT)  
No. 394/SK/BAN-PT/Akred/Dpl-III/X/2014 Tanggal 11 Oktober 2014

## TRANSKRIP AKADEMIK

Nama Mahasiswa : Vikki Wulandari Setiawan  
NIM : 12136233  
Tempat/Tgl. Lahir : Jakarta, 20-03-1992  
Program Pendidikan : Diploma Tiga (D. III)  
Program Studi : Manajemen Informatika  
Peminatan : Pemrograman Web (Web Programming)  
Tanggal Yudisium : 19 September 2016  
Nomor Seri : 0145925 . 0916

| No                                                                            | Mata Kuliah                                    | HM | AM               | SKS              | Mutu |
|-------------------------------------------------------------------------------|------------------------------------------------|----|------------------|------------------|------|
| 1                                                                             | Pendidikan Pancasila                           | A  | 4                | 2                | 8    |
| 2                                                                             | Bahasa Inggris I                               | B  | 3                | 2                | 6    |
| 3                                                                             | Algoritma & Pemrograman I                      | B  | 3                | 4                | 12   |
| 4                                                                             | Pengantar Teknologi Informasi & Komunikasi     | A  | 4                | 3                | 12   |
| 5                                                                             | Logika & Algoritma *                           | B  | 3                | 4                | 12   |
| 6                                                                             | Entrepreneurship                               | C  | 2                | 3                | 6    |
| 7                                                                             | Dasar Akuntansi & Praktik                      | C  | 2                | 4                | 8    |
| 8                                                                             | Pendidikan Agama                               | A  | 4                | 2                | 8    |
| 9                                                                             | Bahasa Inggris II                              | B  | 3                | 2                | 6    |
| 10                                                                            | Character Building                             | B  | 3                | 3                | 9    |
| 11                                                                            | Dasar Manajemen & Bisnis                       | B  | 3                | 2                | 6    |
| 12                                                                            | Perancangan Basis Data *                       | B  | 3                | 4                | 12   |
| 13                                                                            | Praktikum Perancangan Basis Data               | A  | 4                | 2                | 8    |
| 14                                                                            | Struktur Data                                  | B  | 3                | 4                | 12   |
| 15                                                                            | Sistem Informasi Manajemen *                   | B  | 3                | 4                | 12   |
| 16                                                                            | Sistem Operasi                                 | B  | 3                | 3                | 9    |
| 17                                                                            | Statistika Deskriptif                          | B  | 3                | 3                | 9    |
| 18                                                                            | Teknik Pemrograman                             | B  | 3                | 3                | 9    |
| 19                                                                            | Interaksi Manusia Komputer                     | A  | 4                | 3                | 12   |
| 20                                                                            | Pemrograman Visual I                           | B  | 3                | 4                | 12   |
| 21                                                                            | Analisa & Perancangan Sistem Informasi *       | B  | 3                | 4                | 12   |
| 22                                                                            | Algoritma & Pemrograman II                     | B  | 3                | 4                | 12   |
| 23                                                                            | Pemrograman Visual II                          | B  | 3                | 4                | 12   |
| 24                                                                            | Etika Profesi Teknologi Informasi & Komunikasi | A  | 4                | 3                | 12   |
| 25                                                                            | Pengantar Manajemen Proyek Sistem Informasi    | B  | 3                | 2                | 6    |
| 26                                                                            | Metode Penelitian                              | B  | 3                | 3                | 9    |
| 27                                                                            | Bahasa Indonesia                               | A  | 4                | 2                | 8    |
| 28                                                                            | Kuliah Kerja Praktik                           | A  | 4                | 2                | 8    |
| 29                                                                            | Pemodelan Sistem Berbasis Objek                | B  | 3                | 4                | 12   |
| 30                                                                            | Web Programming I                              | B  | 3                | 4                | 12   |
| 31                                                                            | Perancangan Web                                | A  | 4                | 4                | 16   |
| 32                                                                            | Kewarganegaraan                                | A  | 4                | 2                | 8    |
| 33                                                                            | Web Programming II                             | B  | 3                | 4                | 12   |
| 34                                                                            | E-Commerce                                     | A  | 4                | 3                | 12   |
| 35                                                                            | Internet And Mobile Security                   | B  | 3                | 3                | 9    |
| 36                                                                            | Tugas Akhir                                    | B  | 3                | 6                | 18   |
| Judul Tugas Akhir:<br>Perancangan Sistem Informasi Penjualan Tas Berbasis Web |                                                |    | Jumlah           | 115              | 366  |
|                                                                               |                                                |    | Indeks Prestasi: | 3,18             |      |
|                                                                               |                                                |    | Predikat:        | Sangat Memuaskan |      |

### Keterangan:

HM : Huruf Mutu  
AM : Angka Mutu  
SKS : Bobot  
Mutu : Mutu (AM\*SKS)  
\* : Mata Kuliah Unggulan

Jakarta, 26 September 2016  
Direktur

Ir. Naba Aji Notoseputro, M.Kom



Ketua Program Studi Manajemen Informatika

Lita Sari Marita, M.Kom

## Akademi Manajemen Informatika & Komputer BSI Jakarta

Kampus B : Jl. Kramat Raya No.18, Jakarta Pusat  
Kampus C : Jl. Salemba Tengah No.22, Jakarta Pusat  
Kampus D : Jl. Kamal Raya No.18, Ring Road Barat, Cengkareng  
Kampus E : Jl. Margonda Raya No.8, Depok  
Kampus F : Jl. Margonda Raya No.545, Depok





# CERTIFICATE

THIS IS TO CERTIFY THAT

**VIKKI WULANDARI SETIAWAN**

HAS SUCCESSFULLY COMPLETED ONLINE TRAINING

## PRODUCTION PLANNING & INVENTORY CONTROL

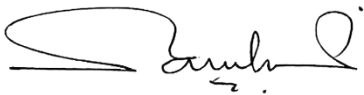
Conducted, June 13, 2025

PMB-PPIC-VI-2525



Education Partner



  
*Lamhot Pinjaya*  
HEAD OF OPERATION



# MySkill Short Class

July 13th, 2023

This certificate is awarded to:

Vikki Wulandari Setiawan

For completing short class Microsoft Excel by MySkill.id titled:

Pivot Table



Angga Fauzan

CEO MySkill



52629/EXL/LM/07/2023





## PT. SAYAP MAS UTAMA

Kawasan Perluasan Utara PT. JIEP  
Jl. Tipar Cakung Kav. F 5-7  
Jakarta Timur 13910 Indonesia

P +6221 460 2686  
F +6221 460 3494  
W wingscorp.com

### SURAT KETERANGAN

No. 060/HRD/SMU/X/23

Yang bertanda tangan di bawah ini :

Nama : Lili Kartika Dewi  
Jabatan : Human Resources Department Head

Menerangkan dengan sesungguhnya bahwa yang bersangkutan dibawah ini :

Nama : Vikki Wulandari Setiawan  
Tempat/Tgl.Lahir : Jakarta, 20 Maret 1992  
NIK : 00007038  
Jabatan : Admin Export  
Alasan Berhenti : Habis Masa Kontrak

Adalah benar telah bekerja pada perusahaan kami dengan masa kerja dari **05 Oktober 2021** sampai dengan **04 Oktober 2023**. Dengan berakhirnya masa kerja ini berakhir pula status sebagai pekerja di perusahaan kami.

Selama menjadi karyawan kami, saudara Vikki Wulandari Setiawan telah menunjukkan dedikasi dan loyalitas yang tinggi terhadap perusahaan dan tidak pernah melakukan hal-hal yang merugikan perusahaan.

Kami berterimakasih dan berharap semoga yang bersangkutan dapat lebih sukses dimasa yang akan datang.

Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Jakarta, 05 Oktober 2023

Hormat Kami,



Lili Kartika Dewi

Human Resources Department Head



**PT. KEIHIN INDONESIA**

Kawasan Industri MM 2100 Blok. JJ-1

Cikarang Barat, Bekasi 17520, Indonesia

Telp : (021) 8998 1645, Fax : (021) 8998 1644

## **SURAT KETERANGAN KERJA**

*Employment Reference*

No. 3827 /KID/HR/KET-PHK/09/2020

**Nama**

*Name*

: VIKKI WULANDARI SETIAWAN

**Nomor Induk Karyawan**

*Employee Reg. Number*

: 4840917P2

**Divisi - Departemen**

*Division - Department*

: Quality - Quality Assurance

**Jabatan Akhir**

*Last Position*

: Staff

**Periode Kerja**

*Service Period*

: Dari 10/09/2018 Sampai 10/09/2020

**Kualifikasi Berhenti**

*Qualification*

: Finish Contract

Atas nama PT. KEIHIN INDONESIA Kami mengucapkan banyak terima kasih atas segala perhatian dan kerjasama yang telah diberikan selama bekerja, serta berharap agar yang bersangkutan selalu sukses dalam karir.

On behalf of PT. KEIHIN INDONESIA, we would like to thank him/her very much for his/her significant contribution and kind cooperation, at the same time we wish him/her to be always successful in his/her future career.

Bekasi, 10/09/2020

PT. KEIHIN INDONESIA



**EKO KRISTIAWAN**

HR ASST. MANAGER