

DYAH AYU UDMANINGTYAS



Port And Shipping Management

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About Me

Graduated in 2023 from AMNI Maritime University Semarang majoring in Port and Shipping Management with experience in shipping companies, manufacturing companies, import-export companies, logistics companies and expedition companies. Looking for opportunities in Document Control, Logistics Staff, Import Export Specialis, Administrative purchasing, Supervisor and Operations staff. Have good Good attitude, integrity and resourceful and leadership skills at university with GPA above 3.6.

Education

- ✓ **University Maritime Amni Semarang (2020-2023)**
- ✓ **Mojour :** Port And Shipping Management
- ✓ **IPK :** 3,66 / 4.00
- ✓ **Relevan course :** Ship Management, Pelayaran Niaga, Port Terminal Operation, Praktik Export Import, Freight Forwarding, Praktik Forwarding And Logistic, Praktik Shipping Line, Marine Insurance And Claim, Charter And Shipping Agency.

Skills & Competencies

- ✓ **Language :** Indonesia and English
- ✓ **Software :** Microsoft Word, Microsoft Exel, and Power Point.ERP system, Spreadsheet, Caisa 4.0
- ✓ **Other :**
 - Comunnication and strong interpersonal skills
 - Strong analytical skills, attention to details and thorough
 - Good attitude, integrity and resourceful
 - Ability to work in a fast-paced, dynamic environment and manage multiple tasks
 - Critical thinking
 - Creativity
 - Attention to detail
 - Teamwork
 - Time management
 - Able to work under pressur

✓ **PT. KCC Glass Indonesia as Logistic Purchasing Staff**

2024-2026

Skills :

- Responsible for preparing and checking export-import documents (shipping instructions, invoices, etc.).
- Making Daily, Weekly and Monthly Report shipments
- Communicate With Forwarder / Customers by Email and Phone
- Create a shipping plan schedule per weekly/monthly
- Create sales confirmation for closing Export Document
- Connect in relation and build teamwork with other department
- Create Comercial Invoice, Packing List and Shipping Instruction
- Create Electronic Certificate of Origin (COO)
- Checking Documents Export/Import (PIB, PEB, CIPL, DO, BL, AWB, COO, etc)
- create Raw material arrival planning scedule Inventory
- Create daily and monthly raw material inventory reports
- communication with vendors regarding the receipt of raw materials
- Responsible for controlling stock Raw Materials Inventory
- Responsible for archiving logistics operational documents (delivery Order,etc)
- Responsible for monitoring raw material inventory and communicating with suppliers for the arrival of raw materials.
- Receiving raw material product in System ERP

✓ **PT. Sinergi Binamitra Talenta as Administration Staff**

2023

Skills :

- rresponsible for office administration activities
- Create documents for correspondence activities or office proposals
- check incoming road letters
- Perform and create billing documents
- filling out documents and monthly reporting

✓ **PT. Mega Dunia Kontruksindo as Administration Staff**

2022-2023

Skills :

- responsible for handling product inventory of raw materials for building projects
- Coordinate with related parties in the field
- input data on product inventory
- arrange PO (purchase order)
- Make daily and Monthly Opname Reports Of Project Work Results

✓ **Intership In PT. Mitra Bahari Sejati as Staff Operational Administration**

2022-2023

Skills :

- Prepare ship checking documents when the ship will arrive at the port,
- Resonsible for custom clearane Document ship and goods item
- Checking the ship with related officers, checking ship documents and crew documents to ensure

- standards, eligibility and also the validity period of the documents,
- Taking care of Clearance in and Clearance out to related parties (syahbandar, port health, customs, immigration, guides, and other related parties),
- Coordinate and update information to related parties regarding cargo and planning activities on board (shipper, Buyer, shipowner and related),
- Perform document processing including extending the document period, making new documents, etc,
- Perform licensing of motion, bunker permits to related parties as well as Sign in and sign out crew,
- Make monthly reports of ship visits, licensing activities, and all document processes,
- Carry out work evaluation and close coordination among work teams.
- Contribute to the preparation of shipping instruction documents for tug and barge chartering purposes.
- Responsible for assisting in preparing the ship's logistics needs required by the ship when docked.
- Responsible for calculating the distance and determining the ship's shipping route from the port of origin to the port of destination which will later be used as a reference for refueling the ship.
- Responsible for making daily reports of company ships starting from the position of the ship, activities, type of cargo and the amount of cargo with direct reports from the Port captain
- Creating ship-specific documents to create good visuals

✓ Internship In Port Kendal as Staff

2021

Skills :

- Contribute to the smooth running of company administration operations through timely data input and integration
- Responsible for creating passenger manifests by inputting data based on identity cards and also vehicle manifests based on vehicle ownership documents.
- Contribute to the creation of vehicle stowage plans on ships
- Mastering the sailing license
- Responsible for preparing the arrival and departure schedule of ships
- Serving the needs and ensuring passenger satisfaction by providing information regarding ship arrivals and departures
- Inspection of animals and plants that will enter the ship to the port animal and plant quarantine authority

Sertificate

1. Export Import, University Maritime Amni Semarang - June 2022
2. International Safety Management (ISM) Code, University Maritime Amni Semarang - June 2022
3. International Ship and Port Facility Security Code (ISPS Code), University Maritime Amni Semarang - Juli 2022
4. Ina Portnet, University Maritime Amni Semarang - Juli 2022
5. English Course, Brilliant English course - December 2021
6. English for frontliner, BBPVP Semarang – November 2023