



NISA MEILA SANI

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PROFESSIONAL SUMMARY

Logistics Management background with 5 years of professional experience in logistics and warehouse operations project. Skilled in managing import, purchase requisition, purchase order, inventory control, shipment tracking, and operational and purchasing coordination to maintain efficient supply chain performance.

Experienced in operating CEISA 4.0 and ERP systems, including SAP, Zahir, Jubelio, and Microsoft Dynamics GP to ensure accurate reporting and inventory management. Organized, adaptable, and capable of working in dynamic operational environments.

EDUCATION

Diploma III – Manajemen Logistik Industri Elektronika

Politeknik APP Jakarta, Ministry of Industry Indonesia | Aug 2016 – Oct 2019 GPA 3.06 / 4.00

Recognized as one of Indonesia's leading state polytechnics specializing in industrial and logistics vocational education.

WORK EXPERIENCE

PLB Inbound Staff – Logistics Import

FL Technics Indonesia (Avia Technics Dirgantara) Soekarno Hatta International Airport - Tangerang Banten

Jul 2024 - Apr 2026

- Managed import processes and prepared export documentation including HS Code, COO, AWB, Bills of Lading, and manifests while ensuring compliance with customs and regulatory requirements.
- Supported procurement and planning activities by coordinating Purchase Requisitions (PR), Purchase Orders (PO), supplier communication, and purchasing documentation to ensure accuracy, compliance, and timely material availability.
- Monitored DG/non-DG and AOG material movement to ensure on-time delivery to the hangar, while maintaining accurate inventory and shipment documentation to support operational efficiency and regulatory compliance.

Warehouse Coordinator

PT Tissor Indonesia (Leka Indonesia) - West Jakarta

Aug 2023 – Nov 2023

- Supervised inbound, outbound, and inventory operations to ensure accuracy and efficient processes.
- Coordinated delivery schedules with suppliers, the e-commerce team (Jubelio), and the project team for the KOL event.
- Resolved operational issues and improved workflow accuracy and performance.

Inventory Management (Purchasing Support)

Hypernet Technologies (PT Hipernet Indodata) - West Jakarta

Jan 2021 - Jul 2023

- Assisted in vendor selection by comparing quotes and preparing for negotiations. Prepared and ensured that PR and PO timelines were met to support project continuity.
- Maintained stock recapitulation and data mutation using Zahir and Microsoft Dynamics GP. Provided support for stock management (SO)
- Coordinated documentation updates and bill of quantities (BOQ) alignment with regional teams.
- Tracked serial numbers and asset allocation to ensure database accuracy for audits and project reviews.

Administration Intern

Pegadaian BUMN - Cicurug Branch Office, West Java

Nov 2019 - Aug 2020

- Supported warehouse and administrative operations. This entailed handling documents, verifying goods, communicating with customers, and preparing reports.

PPIC Intern

PT Indolakto - Indofood Ice Cream Factory, Cicurug Factory, West Java

Feb 2019 - Jun 2019

- Supported production planning, warehouse capacity monitoring, and SAP data updates.
- Prepared monthly reports, master production schedules, and sales forecast analyses.

PROCUREMENT SKILLS

- PR/PO Processing
- Bid Comparison Supplier Evaluation
- Vendor Management Negotiation
- Invoice Validation
- Cost Efficiency Compliance

SUPPLY CHAIN SKILLS

- Import & Export Documents
- Inventory Control
- ERP WMS

TECHNICAL SKILLS

- SAP, Zahir, Jubelio, Microsoft Dynamics GP, Ceisa 4.0
- Microsoft Office (Excel Pivot, Word, PowerPoint)