



Novita Kemala Dewi

I am a committed team player, open minded with new thing and a fast learner. Passionately to learn deeper towards export import and customs regulation. Would love to challenge myself to work with related instance.

Work experience

Senior Overseas Import-Export Specialist

Jun 2025

OH!SOME, Jakarta

- Lead and Oversee end-to-end import & export customs clearance processes to ensure compliance with Indonesian regulations
- Prepare, review, and approve import & export documents, including invoices, packing lists, bills of lading/air waybills, certificates of origin, commercial certificates/SKA, Form D, and Form E
- Review and submit PIB/PEB customs declarations, ensuring accuracy of customs value and HS codes
- Supervise preliminary cost calculations and verification, including import duties, import VAT, and import income tax
- Coordinate and manage document checks or physical inspections with Customs and related authorities
- Resolve import-related issues such as delays, missing documents, or customs obstacles, providing effective solutions
- Liaise updated import regulation and process Import Permit to related Ministry
- Liaise and negotiate with Customs, PPJK, freight forwarders, and shipping lines to ensure smooth clearance processes
- Checking and processing forwarding agent payment

Import Staff

Jul 2024 - May 2025

Daiso Indonesia, Jakarta

- Checking HS Code and regulation.
- Checking import document including invoices, packing lists, and BSL.
- Coordinated with forwarding agent related import document such as /Manifest and PIB
- Processing Import Regulation Documents such as PI and LS.
- Reporting PI and LS realization through INSW website.

Export Import Staff

Nov 2021 - May 2024

Indonesia Bahari Lestari, PT, Cileungsi

- Coordinated export and import activities, including scheduling shipments, preparing documentation, and ensuring compliance with regulations.
- Assisted in the preparation of export-import documentation including invoices, packing lists, and certificates of origin
- Making payment for freight and export documents shipping.
- Making Monthly report to internal and external instance.
- Coordinated with freight forwarders and carriers to ensure timely shipment of goods.

Marketing Administration and Tax Staff

Apr 2017 - Jan 2021

Global Battery Indonesia, PT, Cikarang

- Inputting all the transactions such as selling and buying to the system.
- Make Delivery Orders and Invoice for cost delivery.
- Make Purchase Orders for cost buying.
- Make weekly and monthly Sales Reports.
- Inputting and reporting Tax Invoices.

Personal

Name
Novita Kemala Dewi

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Bekasi, West Java, Indonesia
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Interests

Learn something new

Reading

Watch Movies

- Making payment to all office costs such as electricity, water and telephone.

Education and Qualifications

Bachelor of Literature. Faculty of Japanese Literature

Darma Persada University, Jakarta

GPA 3,3 (of 4,0)

Skills

Microsoft Office	
Taxing Program	
Accounting Program; Accurate	
Customs Program such as Modul PEB, Ceisa TPB, 4.0	
IT Inventory	
English	