



ADISTY NURHASANAH

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Kp. Kebon pala 1 RT 003 RT 007 kel. Cibadak Kec. Cibadak Kab. Sukabumi 43351

I have 6 years of experience as a Sales Assistant, supporting both domestic and international shoe and garment companies. With a strong background in customer service, sales coordination, and supplier relations, I am seeking a position as a Sales Administrator or in a related role where I can contribute my skills and experience.

Work Experiences

PT PAIHO INDONESIA - Sukabumi, Indonesia

Oct 2019 - Present

Sales Assistant

- Handled orders from several local and international companies across multiple brands
- Apparel: Adidas, Kohl's, Abercrombie & Fitch
- Footwear: Adidas, Under Armour, New Balance
- Prepared sales forecasts for seasonal product needs prior to purchase order placement
- Ensured purchase orders were processed accurately and provided the best possible ETD (Estimated Time of Delivery)
- Followed up on customer orders regularly to ensure alignment with the agreed schedule
- Prepared shipping documents and coordinated delivery of goods to customers
- Reminded customers of upcoming payment due dates to ensure timely collection

Berkah Mandiri Project - Pasar Cibadak, Sukabumi, Indonesia

Jan 2017 - Present

Management

Experienced in managing businesses in two sectors: fashion and staple goods (egg distribution)

- Prepared daily bookkeeping records
- Managed cash flow to ensure smooth financial operations
- Calculated daily profits to prevent loss of capital

Education Level

POLITEKNIK SUKABUMI - SUKABUMI, INDONESIA

Aug 2013 - Jan 2017

Diploma in COMPUTER ENGINEERING, 3.36/4.00

Organisational Experience

Squad Lead - PT. PAIHO INDONESIA

May 2022 - Present

Leader

Serving as a team leader for the same supervisor.

- Ensured targets were achieved
- work progressed according to plan
- Supported problem-solving by helping identify and implement effective solutions

Skills

- **Soft Skills:** ERP System, SAP System, Ms. Excel
- **Customer Service:** Managed customer requests and resolved complaints in a professional and timely manner