



PENI DINAR AYU ANGGRAENI

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PROFILE

Bachelor Degree of Management graduate who is oriented towards a long-term career. Has work experience as an Export Clearance CS Staff, International Business Staff and Export Import Staff. Skilled in negotiation, managerial, formal and non-formal communication, administration and can establish relationships with employees at all levels.

WORK EXPERIENCE

PT LINTAS NIAGA JAYA (LNJ Logistics) – Jakarta

Sea Export Clearance CS Staff – Full time

August 2025 – Currently

- Handling shipments sea export and air freight for all customers
- Coordinate trucking arrangements for export shipments, including scheduling container pickup and delivery between port, warehouse, and customer locations
- Handle customers inquiries and problem resolution, including shipment delays, documentation revisions, special cargo requirements and anything issue of trucking
- Monitor shipment progress and provide regular status updates to customers regarding cargo readiness, vessel schedules, and estimated departure dates
- Prepare export documentation for clearance process such as Bill of Lading, Commercial Invoice, Packing List, Shipping Instruction, PEB, Certificate of Analysis, Certificate of Origin and Health Certificate
- Liaise with planner trucking team, shipping line and warehouse teams to resolve operational issues and prevent shipment delays

PT FORISA NUSAPERSADA – Jakarta

International Business Staff – Full time

July 2023 – August 2025

- Established a good relationship with buyers
- Handling shipment export to various countries such as the Africa, Middle East, Asia Pasific, Australia, USA, etc.
- Negotiate with buyers from the issuance of PO until the goods are sent to destination
- Request product stock to the PPIC division for stuffing goods
- Coordinate with shipping liners and freight forwarding for request booking container
- Coordinate with warehouse team when stuffing the goods to container
- Coordinate with finance team regarding invoice documents
- Controlling payment buyer and AR to accounting division
- Create and prepare shipping documents such as making PEB, Commercial Invoice, Packing List, Shipping Instruction, Bill of Lading, Health Certificate, Certificate of Origin, Certificate of Analysis and another shipping document
- Filling export documents
- Compiled monthly export sales reports

PT STANDARD INDONESIA INDUSTRY – Bekasi

Staff Export Import – Full time

March 2023 – July 2023

- Prepare and create documents for export-import activities (BC 4.1, BC 2.7, BC 2.6.1 and BC 4.0)
- Create incoming and outgoing the goods to IT Inventory
- Monitor the stuffing process for export and import activities in the Customs system
- Coordinate with customs and related departments regarding the export and import process
- Create monthly reports for customs
- Filling export and import documents

Staff Admin Production – Full time

March 2022 – March 2023

- Input production data results
- Create daily production reports
- Monitor daily production stock according to production planning
- Input data not goods to the system
- Managed monthly stock opname
- Control the availability of office stationery
- Filling documents, etc.

PT VERENA MULTI FINANCE TBK – Jakarta

Admin Operation – Internship

December 2021 – February 2022

- Create Purchase Order (PO) letters and other administrative letters
- Monitoring status in system applications
- Input data customers to system application
- Filling and scan documents
- Ensure operational customers in system application

EDUCATIONAL BACKGROUND

GUNADARMA UNIVERSITY

2017 – 2021

Bachelor Degree of Management

GPA 3.64/4.00

ORGANIZATIONAL EXPERIENCE

CLASS COMMUNICATION FORUM – GUNADARMA UNIVERSITY

2018 – 2019

Member

COURSE & CERTIFICATION

Ruang Guru for Business

August 2024

Training Time Management

Lembaga Sertifikasi Profesi BNSP

March 2022

Tenaga Pemasar Manajerial Layanan

- Conducting business environment analysis
- Developing company marketing elements
- Manage customer loyalty programs
- Manage moments of truth
- Manage service environment

Lembaga Sertifikasi Profesi BNSP

August 2020

Tenaga Pemasar Operasional Layanan

- Identifying the company's marketing elements
- Carrying out effective communication
- Create business writing
- Realizing customer satisfaction
- Handling customer complaints

Course of Mini Bank (Bank DKI)

November 2019

Customer Service & Teller

- Introduction to banking
- Introduction to various types of banking products such as Savings, Deposits, Giro, etc.
- Handling customer with the best service at the bank
- Conducting simulations as Customer Service, Teller and Call Center

SKILL

- **Software:** ERP System, SAP, Ceisa 4.0, Ceisa TPB, Microsoft List, Microsoft Excel, Microsoft Power Point, Microsoft Outlook
- **Soft Skills:** Communication, Negotiation, Problem Solving, Fast Learner, Administration, Detail Oriented, Responsibility, Time Management, and Team Work.