



YUDHA AUZAN PRATAMA

Address : Perum Aneka Elok Blok G IV No 24 RT 011 RW 009 Cakung
Jakarta Timur

PROFESSIONAL SUMMARY

I am a professional with 2 years of experience in Purchasing, 2 years in Sales Administration, and more than 10 years in Import. I hold a Management degree from Universitas Pelita Bangsa. My experience includes handling sales administrative tasks, import documentation, and coordinating with both internal and external stakeholders

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PROFESSIONAL EXPERIENCE

January 2024 - January 2026 | Purchasing Staff | PT. Nitto Materials Indonesia

Check and verify the Invoice, Packing List, Bill of Lading (B/L), Air Waybill, and Draft Manifest from both the Forwarder and Shipper

Prepare and review Import Documents (BC 2.3) and support in checking draft Import Documents (BC 2.0)

Coordinate with Forwarders to ensure the timely arrival of goods

Prepared monthly import reports

Check and control outstanding Purchase Orders (PO) and PO schedules

Communicate with Customs officials regarding import

Support the team in preparing LS through the KSO Sucofindo system

Process Forwarder invoices through the Styline System (Accounts Receivable)

October 2021 - January 2024 | Sales Administration Staff | PT. Sansyu Precision Indonesia

Input Kanban data for Epson through the E-Procurement system

Prepare customs documents (BC 2.7 & BC 4.1)

Create monthly invoice recaps for all customers

Remind customers regarding invoice and tax invoice payments

Create Delivery Orders and Invoices using the HRI Omron system

July 2016 - Oktober 2021 | Export Import Staff | PT. Atozz Jaya Indonesia

Prepare customs documents (BC 2.7 and BC 2.3)

Update the IT Inventory system for customs in real time

Create monthly customs data reports

Monitor daily delivery activities

Communicate daily with customers regarding order deliveries

Prepare yearly audit data

ACHIEVEMENT

Ensured 100% compliance in customs documentation (BC 2.7 & BC 2.3) with zero penalties
Handled daily delivery monitoring and communication with customers, achieving On-Time Delivery (OTD) rate above 95%
Supported yearly customs audits with zero major findings
Processed invoice and tax invoice issuance for 20 customers/month with zero discrepancies
Improved delivery order accuracy, minimizing return documents from customers
Coordinated with forwarders to achieve on-time delivery rate of 90 % for import shipments
Successfully handled an average of 25–30 import shipments per month (air & sea) with 100% compliance

SYSTEM SKILLS

Microsoft Word
Microsoft Excel
CEISA 4.0
ERP Styline System
Ariba System
E-Procurement System

EDUCATION

Bachelor's Degree in Management — Universitas Pelita Bangsa, 2021

CORE COMPETENCIES

Import Regulation & Compliance
Customs Documentation (BC 2.0, 2.3, 2.7, 4.1)
Vendor & Forwarder Coordination
Purchasing Administration
PO Monitoring & Follow-up
Shipment Tracking (Air & Sea)
Inventory Control
Reporting & Data Management