



ADINDA ZAHRA NISA AL-JANNAH

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Bachelor of Applied Logistics Management and Administration graduate from Diponegoro University with strong expertise in logistics operations, supply chain coordination, and data-driven analysis. Experienced in export-import administration, shipment coordination, and developing Power BI dashboards to support operational reporting and business decision-making. Demonstrates strong analytical thinking, problem-solving, and ability to contribute effectively in commercial operations and infrastructure support environments.

Education Level

Diponegoro Univeristy - Semarang, Central Java	Aug 2021 - Jun 2025
<i>Bachelor of Logistics Management and Administration, 3.87/4.00</i>	
- Course Coordinator, responsible for academic scheduling and coordination - Completed academic projects in supply chain management, logistics operations, and business analysis - Developed analytical and problem-solving skills through logistics and operational case studies	

Work Experiences

PT Bridgestone Tire Indonesia - Karawang, West Java	Nov 2025 - Apr 2026
<i>Export Intern</i>	
- Managed post-export administrative processes, ensuring accurate documentation and regulatory compliance - Contributed to export documentation digitalization to improve workflow efficiency and data accessibility - Developed Power BI dashboard to monitor export performance and support reporting efficiency - Collaborated with logistics, warehouse, and shipping teams to ensure smooth shipment execution	
PT Pelayaran Tresnamuda Sejati - Semarang, Central Java	Jul 2024 - Dec 2024
<i>Equipment Quality Control & Operational Intern</i>	
- Coordinated export document submissions to shippers, ensuring timely, schedule adherence, and documentation accuracy. - Executed manifest entry for MV Wan Hai Lines, maintaining precise cargo records and ensuring compliance port authority regulations. - Prepared operational approval documentation and supported vessel boarding activities at Tanjung Emas Port, ensuring operational readiness and smooth departure processes.	
Biro Logistik Polda Jawa Tengah - Semarang, Central Java	Mar 2024 - Apr 2024
<i>Procurement Intern</i>	
- Monitored and reconciled inventory data to maintain stock accuracy and reliability - Consolidated procurement data to support accurate documentation and efficient processes - Assisted in procurement administration, including documentation management and purchase request processing	
PT Lacorre Loka Maya (MSIB Kampus Merdeka) - Jakarta (Hybrid)	Feb 2024 - Jul 2024
<i>Independent Study Trainee – Export Import</i>	
- Prepared export documents (invoice, bill of lading, COO, LC) in compliance with international trade requirements - Developed business and export project targeting international markets - Demonstrated knowledge of customs clearance and logistics processes	
PT. POS Indonesia - Purbalingga, Central Java	Jan 2024 - Feb 2024
<i>Administration Warehouse Intern</i>	
- Managed inbound and outbound logistics operations to ensure efficient distribution flow - Maintained inventory accuracy using Warehouse Management System (WMS) - Performed barcode scanning and shipment tracking to support warehouse operations	

Organisational Experience

Logistics Management and Administration Student Association - Semarang, Jawa Tengah	Feb 2023 - Mar 2024
<i>Head of the Business Division</i>	
- Led and managed the Business Division, overseeing planning and execution of all divisional programs throughout the one-year term. - Ensured successful implementation of key initiatives, including Functional Package, Independent Business, and Logistics Package programs. - Coordinated cross-functional teams to support revenue-generating activities and organizational sustainability. - Maintained operational continuity and monitored program performance to achieve organizational targets.	

Head of Social & Community Division

- Led and managed the Social & Community Division, overseeing the planning and execution of all programs during a one-year term.
- Directed key community outreach initiatives, including Kudungga Goes To School, Kudungga Mengajar, and Kudungga Berbagi.
- Coordinated team members and external partners to ensure effective program delivery and community engagement.
- Monitored program implementation to ensure alignment with organizational objectives and successful execution.

Skills, Achievements & Other Experience

- **Certification:** Competency in Export Implementation Certificate by BNSP 2024
- **Soft Skills:** Analytical Thinking | Problem-Solving | Team Collaboration | Communication | Leadership | Time Management | Adaptability
- **Projects:** Export Performance Dashboard Development at PT Bridgestone Tire Indonesia (2026), Export Market Development Project at PT Lacorre Loka Maya (2024), Warehouse Observation Project at PT Ritra Cargo (Class Project 2023), Salesmanship Observation Project at PT Arindo Jaya Mandiri (Class Project 2023), and Small Business – Shoe Cleaning Service (Class Project 2023).