



Marcella Gunawan

+62 852 5653 2169 | Kimnhaella92@gmail.com | North Jakarta, Indonesia
Manado, March 24, 1992

I am working as a Logistics Administration at Blueray Cargo International. Currently serving as a **Route Administration Officer** with experience in handling administrative processes for air and sea import forwarding operations. Responsible for preparing and managing shipment documentation, monitoring cargo movement by designated routes, coordinating with internal departments, vendors, and external parties, and ensuring compliance with operational procedures and timelines. Highly detail-oriented, organized, and capable of supporting logistics operations efficiently in a structured and fast-paced working environment..

Working Experience

Blueray Cargo International <i>Logistics Administration Assistant</i> - Handling import documentation for air and sea freight. - Assisting shipment tracking and coordination with vendors. - Supporting daily logistics administration activities.	July 2024 - Present
Double Happiness Wedding Organizer (Part time) <i>Wedding Organizer Crew</i> - Assisted in wedding event preparation and coordination. - Supported on-site event execution.	Nov 2018 - Present
PT. Cahaya Pelita Retailindo <i>Personal Assistant & Content Creator Assistant</i> - Assisted daily operational and administrative tasks - Supported content creation and social media activities.	Mar 2023 - Dec 2023
PT Dipo Angkasa Motor – Authorized Mercedes-Benz Dealer <i>Sales Administration</i> - Managed sales administration documents. - Prepared reports and customer data. - Coordinated with sales and finance teams.	Mar 2017 - Feb 2021
PT Kreasi Tekno Indonesia – IT/Digital Consultant <i>Finance Staff</i> - Assisted financial reporting and book keeping. - Handled invoices and payment records.	Mar 2016 - Mar 2017
PT Cipta Bersama Sukses <i>Administration Contractor</i> - Managed administrative documents. - Assisted office operational activities.	July 2011 - Mar 2015

Education

Elementary School

SDN Perwira VI, Bekasi

1998 - 2004

Junior High School

SMP Paramarta, Tangerang

2004 - 2007

Senior High School

SMA Kristen El Fattah, Manado

2007 - 2010

Soft Skills

- Strong attention to detail and accuracy
- Effective verbal and written communication
- Good time management and task prioritization
- Problem-solving and analytical thinking
- Ability to work independently and as part of a team
- Professional attitude and strong sense of responsibility

Hard Skills

- General administrative support
- Document preparation and management
- Filing and documentation control
- Email handling and professional correspondence
- Microsoft Office (Word, Excel, PowerPoint, Outlook, etc)
- Basic knowledge of office procedures

Languages

- **Bahasa Indonesia** : Native / Fluent (spoken and written)
- **English** : Intermediate